UGA Off-Cycle/Emergency Check Process
January 8, 2019

- Off-Cycle/Emergency check request and Instructions are posted on the Payroll forms page. The Off-Cycle payroll calendar is posted on the Payroll calendar page.
- Employee’s supervisor or department manager should sign the Off-Cycle Request Form on the Supervisor line and email approved request form to oneusgsupport@uga.edu with the subject “Off-Cycle Request”.
- OneUSG Support assigns ticket with form to Central HR.
- Central HR reviews/works with department to ensure that employee has been hired & job data is set up correctly. Ticket is assigned to Central Payroll with form that has been approved by Central HR.
- UGA Central Payroll reviews form for completeness and makes sure the request meets criteria for Emergency or Off-Cycle check. If not, department will be notified. If it meets Emergency check criteria, it will go to CBO for approval.
- UGA Central Payroll will send approved forms or spreadsheet to offcycle@usg.edu for emergency and off-cycle payrolls.
- Department will be notified via ticket response when Off-Cycle or Emergency check will be paid.