



VILLANOVA  
UNIVERSITY

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**Policy: Out of Cycle Payments**

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Submitted By : Kirk Simmet

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Financial Affairs Department  
Payroll Policies and Procedures

Approved: May 5, 2004

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**Policy:**

An integral part of Payroll Services Mission Statement is the efficient processing of each Payroll Cycle. Fulfillment of this mission relies critically on the timely and accurate delivery of Payroll related documents. Payroll processing schedules are available from Payroll Services and on line at [www.payroll.villanova.edu](http://www.payroll.villanova.edu).

This policy establishes the criteria for issuing an out of cycle payroll payment (manual check) to an employee of Villanova University. Its intent is to ensure a fair and equitable solution for the employee while preserving the efficiency of the payroll process. Out of cycle payments cannot be direct deposited.

**Procedure:**

**A. Payroll Error or Omission:**

1. Entire pay is missed:
  - a. If error is discovered prior to pay day and the employee normally receives their pay as a direct deposit, payroll will make every effort to contact the employee to explain the error and arrange for early distribution of the payment in an effort to enable the employee to deposit their pay in a timely fashion.
  - b. If error is discovered prior to pay day, and the employee normally receives their pay as a check, Payroll will prepare an out of cycle payment for inclusion with the regular distribution of pay checks.
  - c. If error is discovered after pay day, Payroll will prepare an out of cycle payment for immediate distribution.
2. Partial pay missed:
  - a. Payroll will make every effort to contact the employee to explain the error. Taking into account the dollar amount of the error payroll will arrange for adjustment in next regular pay cycle or prepare an out of cycle payment.
  - b. Preparation of an out of cycle payment will be determined case by case.

**B. Departmental Error or Omission:**

The request for an out of cycle payment must be made via e-mail by the next reporting level up from the individual who generated the error. The e-mail must explain the error and give reasonable assurance that procedures will be put in place to avoid further occurrences.

1. Entire pay is missed:

- a. The department generating the error will make every effort to contact the employee to explain the error. Payroll will assess their current work load to determine a realistic time frame in preparing an out of cycle payment.
2. Partial pay missed:
    - a. The department generating the error will make every effort to contact the employee to explain the error. Payroll will assess their current work load, and taking into account the dollar amount of the error, will arrange for adjustment in next regular pay cycle or the preparation of an out of cycle payment.
    - b. Preparation of an out of cycle payment will be determined case by case.

**C. Employee Error or Omission:**

1. In the case of an employee error, omission or late time document, the employee must, in every case, contact their supervisor first to request consideration of an out of cycle payment. The supervisor should then follow the steps detailed below.
2. Entire pay missed:
  - a. Once the error is discovered, the supervisor of the employee should contact Payroll, via e-mail, to explain the error and circumstances that require an out of cycle payment. Payroll will assess their current work load, and the circumstances surrounding the error, to determine if an out of cycle payment is warranted as well as a realistic time frame in correcting the error.
3. Partial pay missed:
  - a. Once the error is discovered, the supervisor of the employee should contact Payroll, via e-mail, to explain the error and circumstances that require an out of cycle payment. Taking into account the dollar amount of the error and the circumstances surrounding the error, Payroll may either arrange for an adjustment in next regular pay cycle or prepare an out of cycle payment. If it is determined that an out of cycle payment is warranted, Payroll will assess their current work load to determine a realistic time frame in preparing the payment.
  - b. Preparation of an out of cycle payment will be determined case by case.

Please contact Payroll Services if you have any questions regarding this policy.