

# PAYROLL & TAX SERVICES

OFF-CYCLE PAYMENTS



FROM HERE, IT'S POSSIBLE.™

# OFF-CYCLE PAYROLL

## TYPES OF REQUESTS

An off-cycle payroll occurs when payments are processed outside of the on-cycle payroll. An on-cycle payroll is a scheduled payroll process where employees are paid at regular intervals.

The off-cycle payroll process is used to produce payments for employees who have either missed a payroll due to not submitting their timesheet in a timely manner or whose ePAF was not applied in time. It is also used to make corrections to a prior payroll payment.

Types of Off-Cycle Requests:

- [Manual Check Request](#) – Available on the Payroll & Tax website as a dynamic form.
- Post-Employment Payment – Available through HR and must be fully approved.
- Award Payment – Submitted through EOPS.
- [Lump Sum Vacation Payout](#) – Employees will need to complete a Lump Sum Vacation Certification Form located on the Payroll & Tax website.

The requests are due by the end of the business day on Friday and pay out the following Friday.

<https://www.depts.ttu.edu/payroll/forms/index.php>





# FORMS

## Banner Forms

- [Manual Leave Adjustment Application](#)
- [Lump Sum Vacation Certification Form](#)
- [Web Time Entry/Web Leave Report Approver Update Form](#)
  - [\[Instructions\]](#)
- [Web Time Entry/Web Leave Report Proxy Update Form](#)
  - [\[Instructions\]](#)
- [Manual Check Request - Dynamic Form](#)
  - [Non-Exempt Employee Instructions](#)
  - [Exempt Employee Instructions](#)



# MANUAL CHECK REQUEST

## DYNAMIC FORM

The [manual check request form](#) is now a single dynamic form used for both non-exempt and exempt employees. We have simplified the process by using an interactive form that allows for a more personalized and efficient way to submit a request.

Be advised that the approval process for this form is emailed to each participant the preparer has selected on the form. Once the participant clicks on the link that is emailed to them, they can view the form and sign electronically before it moves onto the next approval.

When the form is fully approved, it is submitted to payroll for processing. A confirmation email with a pay date is sent to the preparer and the employee. The ORG manager is also notified of the manual check request when it is fully approved but does not need to sign form.

Instructions are available on our website for [non-exempt](#) and [exempt](#) employee requests.

# ISSUES WITH DYNAMIC FORM

## WHAT DO TO WHEN YOU GET STUCK

Please be patient with the form as it is loading data. It is pulling in records for all campuses; TTU, TTU System, TTU HSC and TTU HSC El Paso. A message will appear in **RED** and when the records have loaded, the message will disappear, and you can continue.



Employee Tech ID: \* -- Enter Tech ID or Name --

Employee Name:

Employee Email:

Populating Employee Tech ID list. Please allow 30-45 seconds. Once populated begin typing Tech ID or name.

In the Employee Position drop-down box, if the position needed is not available, it will be due to the following:

- Delayed ePAF submitted causing the effective date to be dated after the selected pay period. In this case, contact HR to update the personnel date, then try again.
- Pending ePAF has yet to apply. Once the ePAF has applied, try again.
- Employees with 0.00 FTE positions that are paid through EOPS only. If an employee is paid through EOPS, you cannot submit a manual check request.

For semi-monthly employees, if the appropriate earnings code is not available to select in the Earnings Code drop-down, select RGH for the earnings code, and make a note of the intended earnings code in the explanation.

# COGNOS REPORTS

## MCR PAYMENT VERIFICATION

Located on the Payroll & Tax website under Resources, select Manager Resources to pull up links to Cognos reports to verify manual check request payments; [HR122 Payroll Distribution Report](#) and [RPT PAYDIST 001 Payroll History](#).

<https://www.depts.ttu.edu/payroll/resources/manager/manager-resources.php>

HR122 Payroll Distribution Report: The report output is grouped by employee, with employee R# and name in the first section header, position and job suffix for the employee below. This information is followed by the payroll events for the requested employee(s), and a summary total by payroll number for each position. The information provided, for each payroll number selected includes:

- Fiscal and Calendar Year Fund, Organization, Account and Program – this is the budget that the person was paid from. Notice that the account code/description provide the details regarding the pay details (i.e. overtime pay, longevity, regular salary, etc.).
- Hours / Units – Hours refers to the hours worked in the pay period, Unit refers to the number of times the earn type is paid per pay period, longevity is only paid once a month.
- Paid Amount – the dollar amount paid to employee by earn type.

RPT PAYDIST 001 Payroll History: This report provides a summary of all payroll transactions for a specific period. It is used to track employee compensation and employer contributions.



# EMPLOYEE ONE-TIME PAYMENT

## WHEN WILL THE TRANSACTION PAY

Employee One-Time Payment or EOPS is a one-time payment for unusual tasks or short projects completed in 30 days, by a current employee, with an active job at time of payment. Projects taking more than 30 days should be entered on an ePAF. Fully approved transaction(s) are added to an employee's on-cycle payroll payment, see deadlines below.

*Note: The work performance dates must be within a scheduled on-cycle pay period and be fully approved by the deadline to pay on the scheduled on-cycle payroll.*

Pay Period	Approval Deadline	Pay Dates
Semi-Monthly Employee: 1st - 15 <sup>th</sup>	Next business day after the 15th	25th pay day check
Semi-Monthly Employees: 16th - EOM	Next business day after the end of the month	10th pay day check
Monthly Employees	The 18th of each month	Paid on the 1st working day of the month

Departments can run Cognos reports to see when an EOPS will pay, who approved the EOPS, and who is being paid on an EOPS. Only authorized individuals within that organization with the correct security level can run these reports. Quick links to these reports are available on our website under Manager Resources.

<https://www.depts.ttu.edu/payroll/resources/manager/manager-resources.php>

The on-cycle payroll the EOPS payment will be paid on can be viewed by running the Cognos EOPS\_002 - EOPS Detail report. The payroll year, pay ID, and pay number will be displayed on the report output under the "Projected Payment Information on the On-Cycle Payroll" section.

Contact Information | 806.742.3211 | [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) | <https://www.depts.ttu.edu/payroll/>