University of Maine
Office of Human Resources

Off-Cycle Pay Check Policy

The University of Maine System (UMS) Payroll Office has an established payroll system to ensure timely payment to employees. This payroll system sets deadlines for the input and review of data by employees, supervisors and the UMaine Payroll Office to ensure that paychecks are produced via existing automatic systems. When paychecks cannot be produced automatically through the established automatic biweekly or monthly cycle it adds additional costs, an estimated $50 per off-cycle check. There are times, however, when there is a legitimate need for an off-cycle check and UMS provides a way to produce off-cycle paychecks. This process enables the University of Maine Human Resources Office (UMHRO) to request an off-cycle check (also known as “special check”) for an employee who did not receive a paycheck as anticipated. The process is completed manually by campus and UMS Payroll staff.

Off-cycle pay checks are not intended to substitute for paychecks produced as part of the established automatic payroll system. Hourly paid employees are expected to accurately report hours worked and applicable leave time (sick, vacation, comp time, etc.) by the published time schedule. Supervisors are expected to review, correct if necessary, and approve the time reported for their employees. Employees should enter their time and Time Approvers and Department Payroll Processors should review and approve their employee’s time worked and leave time taken in accordance with the University of Maine System Payroll Schedule (https://mycampus.maine.edu/group/mycampus/payroll-schedules).

Departments submitting personnel action forms should allow ample time to accomplish the administrative review and signature process as outlined in the form instructions (https://www.umaine.edu/hr/forms/). When personnel actions arrive at Human Resources, the proposed action is reviewed for consistency and adherence to applicable employment regulations, collective bargaining agreement/employee handbook, and UMS policy. The deadlines for receipt of these materials in OHR allow for this review, any required follow-up or trouble shooting with departments, and for data entry. The OHR deadlines for personnel actions are:

- Hourly paid actions: At least 2 business days prior to the effective date.
- Monthly paid actions: Prior to action effective date or the 10th of the month, whichever occurs sooner.

Off-cycle paychecks are sometimes necessary and may be requested when absolutely necessary. Currently the UMS Payroll Office will process off-cycle paychecks once a week on Thursday with a deposit/check issued for that Friday. Off-cycle check requests must be received by UMaine Payroll by 12pm on Thursday.

The University of Maine OHR will accept requests for off-cycle checks when:

- The Employee completed all required hiring paperwork on time, but did not receive a paycheck.
- The Employee did not submit their hours by the deadline and received no paycheck or a partial paycheck.*
- The Employee submitted their hours by the deadline, but the Time Approver did not approve the hours by the UMS Payroll deadline.*

- A department did not submit paperwork (for actions other than additional pay as outlined below) in a timely manner to reach OHR by the established deadline for personnel actions forms.*

*Off-cycle paychecks requested for these reasons are intended to be a one-time occurrence. Departments are expected to take remedial action to avoid repeated requests for an off-cycle paycheck. OHR staff are available to provide assistance and training to avoid such repeated requests.

Off-cycle payroll checks will not be requested in the following situations:

- When the Employee has not specifically requested an off-cycle paycheck for the acceptable reasons outlined above.

- Additional Pay (compensation in addition to base pay) not included in a paycheck, including but not limited to, stipends, overtime, pay rate adjustments, or summer salary.

- Employees who have not completed the necessary hiring paperwork, Form I-9 Employment Eligibility Verification, within the mandated timeframe. Employees who have not completed the I-9 within 3 days of the date of hire, as required by federal law, should not continue to work.

Employees who do not receive the pay they are expecting may contact the Employee Assistance Program for information about the Emergency Loan fund (https://www.umaine.edu/hr/employees/employee-loan-fund/).