

## Guidelines for Off-Cycle (Manual) Payroll Cheques

### **Purpose:**

To define Memorial University's practice with respect to the issuance of Off-Cycle (Manual) Payroll Cheques to employees paid by the University.

### **Scope:**

These guidelines apply to all individuals paid by the University and are issued under the authority of the Director of Human Resources.

### **Definitions:**

**Off-Cycle (Manual) Payroll Cheque** - a payment issued outside of the normal pay cycle that requires manual cheque production.

**Regular Earnings** - The pay associated with performing the normal duties and responsibilities of a position. It includes the regular base salary in accordance with the employees' minimum and maximum salary range expressed in annual or hourly values.

**Unit** – Academic or administrative unit as defined in the University Calendar.

**University** – Memorial University of Newfoundland.

### **Guidelines**

- Manual cheques will only be issued if there is a discrepancy of 30% or more in the employee's regular earnings. Students and those demonstrating extreme financial hardship may be given special consideration.
- Manual cheques are an exception to regular payroll processing and should not be substituted for the timely submission of paperwork or reporting of employee's time.
- In no case will a manual payroll cheque be processed as an advance of earnings to be paid.
- Direct deposit is not available for off-cycle payments, however if deemed necessary the manual cheque may be hand-carried to the employee's bank for deposit.

#### **1. Situations where a manual cheque may be required**

Manual cheque requests are typically made when an individual was not paid correctly on the regularly scheduled payday. This may happen due to:

- a. Incomplete paperwork

- b. Missed deadlines
- c. Errors in form completion
- d. Employee's time not entered correctly or in a timely manner
- e. Processing errors

It is the responsibility of the Unit to ensure they are aware of the [Human Resources deadlines](#) regarding submission of paperwork. Instances that require submissions may include:

- i. New hires
- ii. Contract extensions
- iii. Terminations
- iv. Time entry
- v. Position changes etc.

## **2. Processing time and distribution**

A manual cheque, if approved, will normally be available for the employee within **two business days** of the request being received. The employee or requesting Unit will be notified when the manual cheque is processed.

Manual cheques **will not** be issued during the processing of the normal payroll cycle. They will be processed and issued during pay week only. Pay requested during the processing week will be added to the next payroll.

## **3. Reporting**

A manual cheque report will be provided to the Director of Human Resources on a quarterly basis. This report will provide a usage summary and identify any emerging trends.