

## **Out of Cycle Payment Guidelines**

Reason for Guidelines: This procedure was put in place due to audit concerns surrounding the controls, justification, regulations and business practices that are put at risk when issuing an out-of-cycle payment.

Request Process: Any request for out-of-cycle payroll payments must be made to the Associate Vice President for Financial Affairs by the Dean/Vice President/Hospital Chief Operating Officer employing the individual. Communication is normally handled via email to Tim McMinn, [tim@uab.edu](mailto:tim@uab.edu) with a copy to Clay Hester, [clayh@uab.edu](mailto:clayh@uab.edu)

Justification for Payment: Generally, out-of-cycle payments will be made only when an employee receives less than 50% of what they should have received in the normal payroll cycle and the discrepancy resulted because of an Oracle system or Central Administration issue.

Method of Payment: The payment is usually wired and memo posts on the next banking business day and deposits that night.