The **on-demand (off-cycle) payment process** is designed to handle special cases where an employee needs to receive payment outside the regular payroll cycle, such as newly hired employees who join too late to be included in the regular payroll schedule. Here’s a general breakdown of how this process typically works:

**1. Responsibility for Timely Personnel Actions**

* **Campus Units' Responsibility**: All departments (campus units) are responsible for submitting personnel actions (e.g., hire, promotion, or termination) on time, adhering to published payroll deadlines. This ensures that employees are paid according to the regular payroll cycle.
* **Avoid Delays**: Off-cycle payments should not be used to compensate for failure to submit actions on time. Departments should prioritize submitting necessary transactions to avoid the need for off-cycle payments.

**2. Purpose of Off-Cycle Payments**

* **Late Hires**: Off-cycle payments are primarily used for employees who were hired too late in the payroll period to be processed with the regular cycle.
* **Critical Need**: These payments may also apply in situations where an employee needs immediate compensation for work done outside the typical payroll period, such as:
  + Employees who missed the regular payroll due to technical or administrative issues
* Off-cycle (On-Demand) payments are an **exception** to regular payroll processing and should never be substituted for the timely processing of employees’ pay.

**3. Request for Off-Cycle Payments**

To ensure the proper processing of off-cycle (on-demand) payments, the following steps should be followed. This process includes necessary approvals, documentation, and system entries.

Step-by-Step Process

1. **Ensure Related Backup (Job Actions), Approvals, and System Entries**

* Personnel Actions: Ensure all personnel actions (such as hires, terminations, salary changes, etc.) related to the off-cycle payment are entered into the system correctly.
* System Entries: Make sure that all relevant system entries (e.g., timesheets, salary adjustments) have been completed in the HR/payroll system.

2. **Department Head Approval**

* Approval Requirement: Department head approval is required for the off-cycle payment. While the overall process for approval is still being determined (TBD), it’s necessary that the department head signs off on the request.
* Signed Approval: Attach the signed approval document to the payment request.

3. **Submit Inquiry to Payroll for Payment Request**

* Submission of Inquiry: After receiving the department head’s approval, submit an inquiry to the payroll department to request the off-cycle payment.
* Required Information: The inquiry must include the following:
  + PSU ID#: The unique identifier for the employee.
  + Gross Amount of Missed Payment: Include the exact amount the employee should have been paid.
  + Signed Approval: Attach the signed approval document from the department head.

**4. Processing the Payment**

* **Review and Approval**: The payroll department reviews the off-cycle payment request to verify that the employee is eligible for payment outside the regular payroll cycle.
* **Payment Calculation**: Once verified, the payment amount is calculated based on the appropriate transaction added to Workday: employee’s salary, hours worked, or other applicable pay components.
* **Payment Generation**: The payment is processed separately from the regular payroll, ensuring that the employee receives compensation in a timely manner.

**5. Off-Cycle Payment Audit and Reconciliation**

* **Tracking**: The payroll department tracks all off-cycle payments to ensure accuracy and prevent duplicate or incorrect payments.
* **Record Keeping**: Documentation and records of off-cycle payments must be maintained for future audits and reference.

**7. Minimize Use of Off-Cycle Payments**

* **Avoid Substitution**: Off-cycle payments should be used sparingly and never as a substitute for timely payroll processing. It’s critical to follow deadlines to prevent the need for these exceptions.

In summary, the on-demand payment process is meant to handle special cases like late hires or other urgent payment needs. However, it should be used only in exceptional circumstances, and all departments should work to meet regular payroll deadlines to avoid the need for off-cycle payments.