**Off cycle check request process:**

Retro correction payments that cannot wait until the next pay date (R1 or R2)

1. Corrective or retro entries have been made in employee’s time and entries have been submitted and approved or.
2. HR makes a compensation change effective retroactively
3. Agency will ask OSPS helpdesk to run a retro pay calculation on the employee(s) if action taken was not picked up in nighty retro pay calculation.
4. Agency payroll partner will recalculate open pay period
5. Agency payroll partner will submit the daily off cycle spreadsheet with all fields completed

Payroll Advances

1. Employee completes payroll advance form and submits to manager for approval
2. Manger approves payroll advance form and submits to agency payroll office
   1. If additional approvals are needed, they need to be done prior to agency payroll office receiving form.
3. Agencies submit pay advance forms to helpdesk by 10am daily
   1. Please provide method of payment delivery – check or ACH payment
      1. Please note if electing ACH may need to indicate which account to deposit to if more than one.

Final checks

1. Employee enters and submits time for any outstanding prior months and for the final month in Workday
2. Manager approves time
3. Agency will ask OSPS helpdesk to run a retro pay calculation on the employee if action taken was not picked up in nighty retro pay calculation.
4. Agency payroll partner will follow the termination check list and payout of any time off not auto calculated in final payment
5. Agency payroll partner will recalculate open pay period.
6. Agency payroll partner will submit the daily off cycle spreadsheet with all fields completed