

Payroll Off-cycle Direct Deposit Schedule

effective 1/25/21

Pay Week					Payroll Processing Week				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
		<i>On-cycle Pay Date</i>			<i>First Day of Pay Period</i>			<i>Payroll Close</i>	<i>Payroll Close</i>
Off-cycle requests received will be paid Friday of pay week. Must be received by Wednesday at 5pm.				Off-cycle direct deposit					
			Off-cycle requests received will be paid Wednesday of payroll processing week. Must be received by Monday at 5pm				Off-cycle direct deposit		
								Off-cycle requests not submitted by 5pm on Monday of payroll processing week should be submitted as payroll updates to be paid on the next on-cycle.	

Notes:

**Off-cycle direct deposit will be distributed following the same employee-established priorities as on-cycle direct deposit. (Example: Priority 1 - \$100 to savings, Priority 2 - remaining to checking)

**Off-cycle checks for employees without direct deposit will be printed and mailed.