Memorandum

To: All USF Departments

From: UCO Payroll

Date: April 25, 2016

Subject: On Demand Check Processing

UCO Payroll will be adjusting our process where ON Demand/Off-Cycle paychecks will only be produced once a week.

Effective the week of May 1st, ON Demand checks will only be processed and printed once a week on Thursday’s. This means that the first day that we will be printing ON Demand checks will be on Thursday, May 5th.

On Demand Checks will be issued for:

* ACH/Direct Deposit Returns
* Any shortage of regular hours due, if the associate has received less than 2/3 of their regular pay on their paycheck
* A special non-regular payment needed for a presentation or ceremony

On Demand Checks will no longer be issued for:

* Any regular hours that do not meet the guidelines above
* Retro-active pay increases/adjustments, overtime, non-recurring comp, benefit refunds, or other non-standard pay adjustments

These payments will be processed with the next on-cycle payroll.

There will be a new UCO Payroll Check Request Form to be used when requesting any ON Demand Check released shortly on the UCO Payroll Intranet page.