



# UT Tyler™

THE UNIVERSITY OF TEXAS AT TYLER

## FISCAL YEAR 2023 - 2024

Employee payments meeting the following criteria may be added to an off cycle.

1. Missed regular monthly salary payments
2. Hourly student workers whose time was entered, but not manager approved by deadline.

Only eForms meeting these criteria and fully approved by all departments by the due date shown below may be considered for off cycle processing.

OFF CYCLE REQUEST DUE DATE	OFF CYCLE FINALIZED	PAY DATE
9/8/2023	9/13/2023	9/14/2023
10/9/2023	10/12/2023	10/13/2023
11/7/2023	11/10/2023	11/13/2023
<b>NO DECEMBER OFF CYCLE DUE TO CHRISTMAS BREAK</b>		
1/8/2024	1/11/2024	1/12/2024
2/9/2024	2/14/2024	2/15/2024
3/11/2024	3/14/2024	3/15/2024
4/8/2024	4/11/2024	4/12/2024
5/7/2024	5/10/2024	5/13/2024
6/10/2024	6/13/2024	6/14/2024
7/8/2024	7/11/2024	7/12/2024
8/9/2024	8/14/2024	8/15/2024

\* eForms not meeting one of the above criteria are not eligible for off cycle processing and will be processed on the next available semi or monthly payroll according to how the employee is assigned and depending on final approval of the eForm.