



## PSC Off Cycle Policy

Policy outlining the conditions and criteria for Off Cycle Payments as agreed.

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## 1. Document Control

### 1.1 Version History

Version Number	Author	Date	Version Description
1.0	Alison Andrews & Bona McAuley		

### 1.2 Process Owner

Role	Name	Email Address
Interim Head of Payroll Shared Services	Liam Mulholland	<a href="mailto:Liam.Mulholland@hscni.net">Liam.Mulholland@hscni.net</a>

### 1.3 Process Reviewers

Role	Name	Email Address
Regional Finance Assistant Directors	Various	
Regional Human Resources Assistant Directors	Various	
Interim Head of Payroll Service Centre	Liam Mulholland	<a href="mailto:Liam.Mulholland@hscni.net">Liam.Mulholland@hscni.net</a>
Interim Head of SSC	Lynette Fegan	<a href="mailto:Lynette.Fegan@hscni.net">Lynette.Fegan@hscni.net</a>

## 2. Introduction

HSC is committed to paying employees in accordance with the timescales stated in their contract of employment through the Bankers Automated Clearing System (BACS). Processing deadlines are in place for managers and HR Departments to ensure payments are made on the required dates. It is recognised that there will, in limited circumstances be the need to make payments to staff outside normal payday. Such payments are made as an Off Cycle payment. This policy aims to clarify the circumstances in which Off Cycles may be made, the criteria for making a payment, the process to be followed and the process for approving payment.

### 2.1 Off Cycles explained

Off cycle payment provide an employee with an advance of money that is due to the employee but was not processed in time for normal payday. The payment is normally equivalent to the exact money due and is made on a date outside normal payday, however, the advance could also be determined as a notional figure if the exact money due cannot yet be calculated. National Insurance, Tax and Pension contributions are deducted at the time of payment. An employee will not receive a pay slip to reflect this advance payment rather the payment and deductions that were made will be reflected in the employee's next payslip, i.e., the advance will be deducted in full from the employee's next pay. Appendix 1 illustrates how an Off Cycle payment will be displayed on the next payslip.

Off Cycles are processed via the BACS system in line with the timescales outlined in section 3 below.

Where an Off Cycle payment is not appropriate, a CHAPS payment may be paid on rare occasions, as determined by either the PSC or the HSC Employer. CHAPS payments are same day money transfers to an employees' bank account. An employee's bank may charge an individual £6 for a CHAPS payment. If an employee or their manager thinks that a CHAPS payment should be considered then they should contact their local HR/Finance department for consideration and any issues relating to the bank charge should be raised by the employee with their employer.

### 3. Processing Schedule

#### 3.1 Off Cycles

In order to ensure continuity of PSC processes, Off Cycle payroll runs are scheduled. The table below outlines the normal processing schedule.

Submission Deadline	Processing Day	Off Cycle Payment Day
11 am* on processing day	Wednesday	Friday
11 am* on processing day	Friday	Tuesday

*\*On the week of monthly payday, the submission deadline for an Off Cycle will be **10 am** on the processing day\**

If a request for an off cycle is submitted by the deadline above it can be assumed that payment will be made in accordance with the payment day above, unless payroll advise otherwise. If the processing timescales will result in payment of an Off Cycle within a few days of the next normal payroll run an Off Cycle may not be necessary, payroll should discuss any decision to not process an Off Cycle on this basis with HR.

## 4. Processing Criteria

### 4.1 Off Cycles not requiring approval

The following table outlines instances where employees **will be automatically** included in an Off Cycle payment.

Reason	Criteria
New Starts	<ul style="list-style-type: none"> <li>New Starts processed by HR after payroll closedown and the 24<sup>th</sup> of the current month, <b>AND</b></li> <li>PSC are in receipt of Verification of Starter and Allowances (VSA) or Notification of Appointment (NOA) form.</li> </ul>
Payroll Shared Service Data Processing errors	<ul style="list-style-type: none"> <li>Original request submitted on time by the Trust in line with the communicated deadline</li> <li>A Data entry error has occurred by PSC staff</li> </ul>
System Errors	<ul style="list-style-type: none"> <li>Should technical defaults such as ETM2/04 fail or HRPTS routines fail to execute correctly which, that cause a discrepancy in pay ( Please note multiple employment errors are not considered system errors )</li> </ul>
Bank staff (no other posts)	<ul style="list-style-type: none"> <li>Staff who are employed on a bank, as and when required basis only, i.e. they do not have a post with contracted hours with the same HSC employer</li> </ul>

### 4.2 Off Cycle approval

Requests for Off Cycles should be made on the Off Cycle Request Form (See Section 5). This form should be completed by the employee's line manager and if local arrangements require, forwarded to the Head of Service for authorisation before escalating to Human Resources. PSC will only action Off Cycles that have been approved by Human Resources/Finance (Band 6 or above).

If Human Resources determine an off cycle should be considered, they will authorise and forward the Off Cycle/CHAPS Request Form to payroll. On receipt of this form if the value of the off cycle is more than 10% of the employee's gross pay, it will be processed by Payroll. Payroll will advise the relevant HR contact of any Off Cycle requests that do not meet this 10% threshold. In exceptional circumstances, an Assistant Director in Finance or HR, or their nominated representative may approve Off Cycles be made that fall below this 10% of gross pay due to financial hardship.

On occasion, it may be necessary to arrange Off Cycle payments as a consequence of timesheets being submitted outside processing deadlines. In these instances, the line manager must email the Senior HR/Finance Manager, to request an Off Cycle. If approved, the Senior HR/Finance Manager will advise the line manager to complete the Off Cycle Request form, obtain their Head of Service's approval and return the Off cycle Request form to them for approval and submission to PSC. They will then approve and submit the form to PSC. A separate "Off Cycle Request Form" is not required for each employee.

The Off Cycle/CHAPS Request Form is to be sent from the approvers email address to the HR processing email address [HRProcess.ssc@hscni.net](mailto:HRProcess.ssc@hscni.net) by 11 am (10 am on week of monthly payday) Wednesday/Friday mornings to ensure payment.

## 5. Off Cycle Request Form

Requests for Off Cycle payments that are not automatically processed (as per 4.1 above) must be made on the agreed template. The form is available below.



Off Cycle Payment  
Request Form.docx

## 6. Equality and Human Rights

This policy has been screened for equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1998. The screening has identified specific equality impacts for gender and age and outlines the way these will be addressed. The equality screening has been published and can be accessed **here (insert link when screening published)**.

Using the Equality Commission's screening standards; no significant equality implications have been recognised. The policy will therefore not be subject to an equality impact assessment.

Similarly, this policy has been considered under the terms of the Human Rights Act 1998, and was deemed compatible with the European Convention Rights contained in the Act.

## 7. Appendix 1

Original Payslip – No timesheet sent in Off Cycle requested

Payments			Allowances and other payments		Arrears
Component	Hours worked	Hours paid	Amount	Component	Amount
BASIC			1667.17		SUPERANNUABLE
SATURDAY					NON SUPERANNUABLE
SUNDAY					
O/TIME					Adjustments
NDUTY					SUPERANNUABLE
BIHOLIDAY					NON SUPERANNUABLE
UNSOCIAL					
RETRO					Holiday Pay
BASIC					HOL. WKS. BASIC
SATURDAY					ENH. OT
SUNDAY					BONUS TOTAL
O/TIME					
NDUTY					
BIHOLIDAY					
UNSOCIAL					
TOTALS			1667.17		1667.17
INCOME TAX			Deductions		
101.80			Component	Amount	
NAT. INSURANCE			UNISON	13.09	
116.16					
SUPERANNUATION					
119.78					
			Period End Date	Payment Date	Pay Point
			31-Dec-2019	23-Dec-2019	
Gross Pay			Total Deductions		Net Pay
1667.17			350.85		1336.32

Next Payslip – Enhancements and recovery showing

Payments			Allowances and other payments		Arrears
Component	Hours worked	Hours paid	Amount	Component	Amount
BASIC			1667.17	WTD Percent Super	64.85
SATURDAY					NON SUPERANNUABLE
SUNDAY					Adjustments
O/TIME					SUPERANNUABLE
NDUTY					NON SUPERANNUABLE
BIHOLIDAY					
UNSOCIAL					Holiday Pay
RETRO					HOL. WKS. BASIC
BASIC					ENH. OT
SATURDAY	18.42		70.57		BONUS TOTAL
SUNDAY	19.42		148.80		
O/TIME					
NDUTY					
BIHOLIDAY	6.00		45.97		
UNSOCIAL	107.91		413.41		
TOTALS	151.75		2365.92	64.85	2450.77
INCOME TAX			Deductions		
243.40			Component	Amount	
NAT. INSURANCE			BACS Advance	367.12	
207.81			UNISON		
SUPERANNUATION					
174.01					
			Period End Date	Payment Date	Pay Point
			31-Jan-2020	29-Jan-2020	
Gross Pay			Total Deductions		Net Pay
2450.77			1005.43		1445.34

Enhancements underpaid in December plus enhancements due January  
(Dec gross due £70.57 Sat, £58.77 Sun, £394.25 unsocial & £65.45 WTD = £367.12 Net)

Recovery of off cycle paid December