



# UT Tyler™

THE UNIVERSITY OF TEXAS AT TYLER

## FISCAL YEAR 2024 - 2025

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 dated shown below may be considered for off cycle processing.

### OFF CYCLE REQUEST DUE DATE \*

### PAY DATE

9/9/2024

9/13/2024

10/7/2024

10/11/2024

11/11/2024

11/15/2024

### NO OFF CYCLE DUE TO CHRISTMAS BREAK

1/9/2025

1/15/2025

2/10/2025

2/14/2025

3/10/2025

3/14/2025

4/7/2025

4/11/2025

5/8/2025

5/14/2025

6/9/2025

6/13/2025

7/8/2025

7/14/2025

8/8/2025

8/14/2025

\* eForms not meeting 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.