

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-4025 Off-Cycle Accounts Payable (AP) Payroll

This regulation provides the guidelines used for issuing an accounts payable (AP) check when an NCF employee does not receive an NCF payroll warrant.

- (1) NCF requires that the use of Off-Cycle/AP payroll for wage payments is limited to emergencies.
- (2) The Director of Human Resources and Controller or their designees must both approve the request for an emergency check from the NCF Payroll Department.
- (3) Emergency wage payments should have a minimum value of \$50.
- (4) Overtime or wage advances cannot be paid using the Off-Cycle/AP Payroll process.
- (5) If an employee is receiving an NCF warrant and an AP check for an additional amount, the AP check will not be issued to the employee unless the check is a substantial part of the employee's pay, i.e. 45% or more. An AP check will not be issued if it is 10-15% of the employee's pay. The area between 15% and 45% will be dealt with on an individual basis.
- (6) A minimum of 10% will be deducted from the AP check for taxes.
- (7) AP wage payments to an employee must not be recurring in nature.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-27-02, as Policy 2-006; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)