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)