

OFF-CYCLE CHECK REQUESTS UPDATE

EMAIL SENT TO JOBX SUPERVISORS ON MARCH 7, 2023

Hi all,

One of the benefits of JobX is that our office is able to send emails to all supervisors showing within JobX providing updates if needed. To that end, I wanted to provide an update on the use of off-cycle check requests using work-study funding. This will no longer be allowed. The process for off-cycles makes it very difficult to maintain compliance with Title IV federal regulations reporting. The off-cycle process does not provide a direct and efficient method of tracking and applying the use of the work-study monies. We understand that there are legitimate reasons for the use of off-cycle requests but going forward work-study codes cannot be used for this. If your department finds that there is a need to initiate an off-cycle (ie timecard wasn't submitted &/or approved in time to make payroll), then the off-cycle will have to be submitted using 100% department funding even if the student is normally paid using work study. The multi-purpose iForm used to initiate the off-cycle request will route through our office for approval so if we see that a work-study code has been used, we will reject that request with a note in comments indicating the funding should be 100% on the dept code. Thank you for your assistance in helping us to remain compliant.

Thank you,

Office of Student Loans & Personal Finance