

## 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