



Date: \_\_\_\_\_ Department Submitting Request: \_\_\_\_\_

Employee No: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_ First Name: \_\_\_\_\_

Employee Group:       Staff Hourly                       Staff Salary                       Faculty  
                                  Student Hourly                       Student Stipend                       Retiree

For Pay Period(s): \_\_\_\_\_

Reason for Request: (check the appropriate box AND provide detail in the box below)

- Timesheet Error (CATS/ESS)                       Additional Pay  
 Departmental Error                       Other  
 Award

Explanation: (required)  
Provide any additional details below and attach all relevant documentation such as timesheets, e-forms, and/or emails

An off-cycle payroll is generally processed on the 3<sup>rd</sup> business day following payday. In order to be considered for the off-cycle payroll, requests must be delivered to Payroll in 220 Lester Hall by 5 pm one day prior to processing. Any related forms or timesheets must be **approved** and **finalized**.

The off-cycle is not intended to be used as an alternative to submitting Payroll/Human Resources information in a timely and efficient manner. Payroll errors which fall under the responsibility of the employee (i.e. missing or incomplete employment documentation and/or timesheets) will be corrected on the next regularly scheduled payroll.

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

FOR PAYROLL USE ONLY				
Date Received		No. of Hours	Hourly Rate	Net Amount Paid
Processed By				