



PAYROLL DEPARTMENT SERVICE REQUEST

The Service Request alerts the Payroll Department of the need for high-priority processing of payroll payments. A Payroll Department Service Request is required when requesting off-cycle payroll payments and must include supporting documentation for the action that results in an off-cycle payment. Service Requests and attached paperwork should be sent to the appropriate processing area for data entry prior to delivery to the Payroll Department.

The department will be charged a \$75 service fee for each off-cycle payment. This fee is due to the additional work and processing costs associated with off-cycle payments.

If no Service Request is attached to paperwork submitted after the current payroll cycle has processed, it will automatically be entered for the next payroll cycle.

Off-Cycle Payments: Off-cycle payments are distributed by direct deposit. Employees will receive an automated confirmation email once the payment has been processed. In the rare instance that an individual does not have an active direct deposit account, a physical check may be generated.

Payroll will send an email notification to the contact listed below once the off-cycle payment has been processed.
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PAYMENT FOR :

REQUESTED BY:

NAME

NAME

EMPLOYEE NUMBER

TITLE

Department

Email for Notification

REASON FOR OFF CYCLE PAYMENT REQUEST:

_____._____._____._____._____._____.8010

ACCOUNT NUMBER FOR SERVICE FEE

SIGNATURE

Current Fee: \$75 per payment

DATE & Contact Phone Number