



Request for Off-Cycle Payment

Scope:

Payroll Services will provide an off-cycle payment to an employee that wasn't paid or paid incorrectly due to administrative error provided that the underpayment was not due to the employee's negligence (ex: not submitting a time sheet in a timely manner). Requests for off-cycle payments should be limited to:

- Base pay underpayments of 20% or more.
- Pay additives (such as overtime) should not be requested for off-cycle payments.
- Off-cycle payment request form must be completed (IN FULL), and signed by the department director, chair or dean.
- Faxed to Payroll Service at 241-2283 by no later than 5:00 p.m. the day after the pay day in which the underpayment occurred.
- Underpayment due to Payroll administrative error will be processed without submission of this form.
- Underpayments that do not meet the off-cycle criteria or that are received after the request deadline will be processed during the next schedule on-cycle payroll.

Date of Request _____ Department Name _____

Employee Name _____ Employee Number _____

Reason underpayment occurred: _____

Steps to be taken by the department to ensure similar errors do not occur in the future: _____

I have reviewed the above circumstances and believe that the request for off-cycle payment meets issuance criteria. I will ensure that department staff members are aware of the steps identified above.

Department Authority (Print Name)

Date

Department Authority Signature