



Off-Cycle Payment Request Form

PRA-PY-005-F-001

DRAFT Version: 002; Date: 04/02/2019

Employee Information	Off-Cycle Type	Payment Method
Name: <input style="width:90%;" type="text"/> Employee ID: <input style="width:15%;" type="text"/> Rcd #: <input style="width:15%;" type="text"/> Pay Group: <input style="width:15%;" type="text"/> Company: <input style="width:90%;" type="text"/>	<input type="radio"/> Standard <input type="radio"/> Emergency* <small>*Emergency payments must be approved by your Chief Business Officer.</small>	<input type="radio"/> Direct Deposit - Default <input type="radio"/> Printed Check** <input type="radio"/> Pay Card Issued** <small>**Printed check and PayCard can only be issued if the employee has a valid DD exempt form on file.</small>
Justification For Off-Cycle Request		
<input type="radio"/> Administrative error <input type="radio"/> Employee was involuntarily terminated <input type="radio"/> Employee received less than 50% wages <input type="radio"/> Reported system issue (include ticket number below) <input type="radio"/> Employee owed 10 hours or more Reported Ticket # <input style="width:200px;" type="text"/>		
Root Cause Analysis		
Responsible Party <input type="radio"/> Payroll <input type="radio"/> Benefits <input type="radio"/> HR <input type="radio"/> Department <input type="radio"/> Employee <input type="radio"/> System <input type="radio"/> Manager <input type="radio"/> Other <input style="width:100px;" type="text"/>		
Reason Detail <input type="radio"/> Addl pay setup <input type="radio"/> Alight issue <input type="radio"/> Comp frequency <input type="radio"/> Conversion issue <input type="radio"/> Tax setup <input type="radio"/> Delay in paperwork <input type="radio"/> DD reject/setup <input type="radio"/> Job data setup <input type="radio"/> LOA issue <input type="radio"/> Pay rate incorrect <input type="radio"/> Position setup <input type="radio"/> Deduction setup <input type="radio"/> Hours not entered/approved <input type="radio"/> System access <input type="radio"/> EE TL setup incorrect <input type="radio"/> Garnishment setup <input type="radio"/> Retro Hire <input type="radio"/> Time not converted <input type="radio"/> Other <input style="width:100px;" type="text"/>		
Detailed Explanation: <input style="width:90%; height:40px;" type="text"/>		
Payment Details		
Should hours be loaded from TL?		
<input type="radio"/> YES Has Worked Payable Time Been Converted and Approved? <input type="radio"/> Yes <input type="radio"/> No TL Load Beg Date <input style="width:100px;" type="text"/> TL Load End Date <input style="width:100px;" type="text"/> Expected hours to load <input style="width:100px;" type="text"/> Does an absence event need to be paid? <input type="radio"/> Yes <input type="radio"/> No Date(s) of absence: <input style="width:150px;" type="text"/> Has the absence event been approved? <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> NO Pay Line 1: ERN Code <input style="width:50px;" type="text"/> Amount <input style="width:50px;" type="text"/> PP Begin: <input style="width:100px;" type="text"/> PP End: <input style="width:100px;" type="text"/> Pay Line 2: ERN Code <input style="width:50px;" type="text"/> Amount <input style="width:50px;" type="text"/> PP Begin: <input style="width:100px;" type="text"/> PP End: <input style="width:100px;" type="text"/>	
Special Processing Instructions (deductions to be withheld, taxes, retirement, etc.)		
Retirement: <input type="radio"/> Yes <input type="radio"/> No Deductions: <input type="radio"/> Yes <input type="radio"/> No Combo code if different from home dept: <input style="width:150px;" type="text"/>		
Approvals:		
Payroll: _____ <small>Payroll signature required for ALL requests.</small>	Supervisor: _____ <small>Supervisor signature is only required in instances where Time/Labor and Absences are being paid.</small>	
HR: _____ <small>HR signature required for ALL requests.</small>	College Dean/CAO (or other): _____ <small>College Dean/CAO (or other) signature is only required if your institution policy dictates. Questions related to your institutional internal policy should be directed to your internal payroll department.</small>	
CBO: _____		
<small>(CBO Approval Required for all emergency payments) In accordance with the BPM, an undue hardship will occur for this employee if this payment is not received before the next regularly scheduled off cycle pay date.</small>		
For SSC Use Only		
Off-Cycle Approved? <input type="radio"/> Yes <input type="radio"/> No	Reason for denial: <input type="radio"/> Required approvals missing <input type="radio"/> Does not meet BPM guidelines <input type="radio"/> Other (see below) <input type="radio"/> Payable time not approved <input type="radio"/> Incomplete root cause analysis <input style="width:150px;" type="text"/>	