

University Of Florida
University Payroll Services
Off-Cycle Check Request

Date of Request: _____

Department ID: _____

Employee's Name: _____

Employee's ID #: _____

Please answer the following questions:

1. Why was this employee not paid in a timely fashion?

2. What steps do you intend to take to avoid this type of delay in the future?

This employee has expressed it would be a financial hardship for them to wait until the following pay period to be paid.

Employee's Designated Time Approver: _____
Name

Employee's Designated Time Approver: _____
Signature

Preparer's Name and Phone #: _____

PLEASE Fax* to (352) 846-0166 or Return this 2-Page Form to:

Finance and Accounting
University Payroll Services
PO Box 113201 - 33 Tigert Hall
Gainesville, FL 32611-3201
Fax Number: (352) 846-0166

* If faxed, do not send a hard copy

University of Florida
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 Off-Cycle Check Request Sheet

DEPT ID# _____

Employee ID#	Pay Group	Name	Employee Record #	TRC (must be completed)	FTE	Hours	Rate	Amount Due	Pay Period (exempt) Pay Week (non-exempt) Start and End Dates

If the department is requesting off-cycle payment of time worked for a non-exempt (hourly) employee, you may be asked by Payroll Services to delete previously entered time in order to avoid a duplicate payment for the same hours on the next on-cycle payroll. When the department is asked to delete time worked, whether in Punch or Elapsed, for non-exempt employees, it is the department's responsibility to ask the employee to enter the deleted time on a time card. The time card must be signed by the employee and the supervisor.

<p>DISTRIBUTION: Original: Retain in Department file Copy: Fax to Payroll Services - 352-846-0166</p> <p>For Payroll Services Use Only: T & L Verification _____ Distribution _____</p>	<p>I confirm that the employee listed hereon is performing the duties as required by his/her authorized positions and should be paid from the account(s) as indicated. I will notify the Payroll Office immediately of any pay discrepancy so that appropriate adjustments can be made before warrants are delivered to the banks or departments. I also confirm that appropriate time and attendance records are being maintained for the employee listed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">EMPLOYEES DESIGNATED TIME APPROVER</p>
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