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Create a masterpiece.

Request for Payroll Check (off cycle)

INSTRUCTIONS

The employee's Manager (only) completes the Request for Payroll Check (off cycle) and emails the Supervisor, Payrolls for processing within one (1) business day following the pay date.

MANAGER INFORMATION (Please print clearly)

EMPLOYEE INFORMATION (Please print clearly)

Requested by:	Employee Name:
Manager Signature Required:	Employee ID#:
Department/School:	Contact Information:
Requestor Phone No(s):	Mailing Instructions:
Pay Date:	

(A) PLEASE EXPLAIN WHY THE TIME WAS NOT **ENTERED** IN PEOPLESOFT IN ORDER FOR THE EMPLOYEE TO BE PAID TIMELY

AND/OR

(B) PLEASE EXPLAIN WHY THE TIME WAS NOT **APPROVED** IN PEOPLESOFT IN ORDER FOR THE EMPLOYEE TO BE PAID TIMELY

APPLIES TO (A) ONLY

IS THE MANUAL TIME SHEET(S) ATTACHED TO THE REQUEST? Yes No (Explain)

TO BE SIGNED BY EMPLOYEE:

I understand I am responsible for entering my hours worked in the District PeopleSoft system in order to receive my pay check timely.

I understand when I do not enter my hours worked, it may delay when I receive my pay check.

I understand I will not be eligible for any further off cycle checks.

Employee Name (Please print)

Employee Signature

Date