

Off-Cycle Payroll Request Form

University Human Resources/Payroll Department
914 Emmet Street, P.O. Box 400127, Charlottesville, VA 22904

Policy – Off-Cycle payments are made available to assist employees who did not receive a pay check and are unable to wait for the next scheduled pay date for payment. There is no fee charged to the employee for this service. There will be a \$50.00 processing fee charged to the sponsoring department for each special payment that needs to be issued.

Process – This form is to be completed by the departmental representative. **No payment will be issued without the signature of the employee to be paid and an authorized representative.** Return the completed form to the above address or fax to (434)924-4042. The employee **MUST** be enrolled in direct deposit to request a special payment and this payment will be sent according to their banking instructions.

Departmental Representative:	Contact Phone:
Employee's Name:	Employee ID:
Reason for check request:	

Employee Signature	Date
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NOTE: This form will not be processed without proper signatures and PTAE0 provided below.
PTAE0 to be charged for \$50.00 processing fee:

We authorize the processing of the off-cycle payroll for the above employee. We also understand the account listed above will be charged a \$50.00 processing fee.	
Supervisor's printed name:	
Signature:	Date:
Dean or Director's printed name:	
Signature:	Date: