ON DEMAND PAYROLL CHECK REQUEST

Attn: (Payroll Representative’s Name)

Employee’s Name______________________________  Paygroup (Check One):

Employee ID Number__________________________

Period Ending Date____________________________

Cost Center #________________ (please enter only the CC#)

Reason Code (Check One):

- Missed HR Deadline
- Data Entry Error on Time Reporting
- Time Not Entered
- Missed One-Time Pymt
- Department Error
- FNIS Entry Delay
- Benefits Deduction Refund
- Bonus (HR Approval Required)
- Other (Explanation Required)

Detailed Explanation Required for Other:
________________________________________________________________________
________________________________________________________________________

Please note the type of earnings, including hours and dollars that are to be paid:

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<th>HOURS</th>
<th>GROSS EARNINGS</th>
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If you need this payment to be allocated differently from where wages are charged, please set up a separate payroll costing allocation. We are not able to do an override on all worktags.

NOTE: On demand checks will be deposited to bank account(s) set up on an employee’s payment elections (If the employee was terminated in HRMS with a term date before 7/1/21, they will get a live check)

PICKUP/DELIVERY INSTRUCTIONS: (All checks will be mailed to the employee's home address until we return to the office 11/1/21)

AUTHORIZED BY:

Signature of Payroll Rep Requesting Manual Check ________________  Phone Number __________________

Signature of Business Manager or Authorized Alternate ________________  Date________________________

Manual Check Requests Must be Received in Payroll Services by 2:00pm, the Check Will be Ready the Next Business Day by 10:00am.

Send Approved request to payroll@wustl.edu, or eFax 314-612-4539

Revised 07/2021