WASHINGTON UNIVERSITY
ON DEMAND PAYROLL CHECK REQUEST

Attn: (Central Payroll Representative’s Name)

Employee’s Name__________________________________________

Paygroup (Check One):

Employee ID Number______________________________

Monthly □ Biweekly □ Stipend □

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

Period Ending Date__________________________

Reason Code (Check One):

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

Detailed Explanation Required for Other:

__________________________________________________________________________________

__________________________________________________________________________________

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

<table>
<thead>
<tr>
<th>HOURS</th>
<th>GROSS EARNINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ☐ Regular – Biweekly</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>☐ ☐ Salary - Monthly</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>☐ ☐ Overtime</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>☐ ☐ ☐ Other</td>
<td>☐ ☐ ☐</td>
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</tbody>
</table>

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 ___________________________

On Demand Check Requests Must be Received in Payroll Services by 12:00pm, 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 08/2021