

**WASHINGTON UNIVERSITY
ON-DEMAND PAYROLL CHECK REQUEST**

For Internal Use Only
403(b) Yes ___ No ___

Attn: (Central Payroll Representative's Name) _____

Check

Employee's Name _____

Paygroup (Check One):

Employee ID Number _____

Monthly

Biweekly

Stipend

Period Ending Date _____

Cost Center # _____ (enter only the CC#)

Position # (required) _____

Reason Code (Check One):

- Missed HR Deadline
- Data Entry Error on Time Reporting
- Time Not Entered
- Other (Detailed Explanation Required)

- One-Time Payment
- Department Error
- FNIS Entry Delay

- Period Activity Pay
- One-time Payment for Terminated Employee
- Benefit Deduction Refund

Detailed Explanation Required for Other:

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

	<u>HOURS</u>	<u>GROSS EARNINGS</u>
<input type="checkbox"/> Regular – Biweekly	_____	_____
<input type="checkbox"/> Salary - Monthly	_____	_____
<input type="checkbox"/> Overtime	_____	_____
<input type="checkbox"/> One-time payment type**	_____	_____
_____	_____	_____
<input type="checkbox"/> Period activity pay type**	_____	_____
_____	_____	_____
<input type="checkbox"/> Other type	_____	_____
_____	_____	_____

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.

Do not submit a request until everything related to this payment is approved/completed. (Examples of missing data are compensation and paygroup)

****NEW All requests that are one-time payments or period activity pay must be entered and fully approved prior to submitting this form.**

**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 if they do not have direct deposit. Please make sure the home mailing address is accurate in Workday.

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

Send Approved request to payroll@wustl.edu, or eFax 314-612-4539 Revised 11/2021