Instructions: complete all sections below and upload completed form as an attachment to the Workday Service Desk. See Off Cycle payroll check request for additional information. Off Cycle payroll check requests are only accepted before **Payday at 5pm**. All hours need to be input and approved in Workday before a check request can be processed.

Eligibility Checklist

Off Cycle payroll checks can be requested when the Department has notified the employee and declares financial hardship and on of following criteria is met:

- Time was submitted by the employee but not approved by the time approver by the payroll lock deadline.
- Gross pay exceeds $200.00.
- Late processing of New Hires and Return from Leave.

Off Cycle payroll checks will **NOT** be issued for the reasons below:

♦ *The payment is supplemental wages (overtime, straight time, S/D, bonus, etc.)*
♦ *The employee did not submit their time worked by the published deadline.*
♦ *The pay is due to departments missing the retroactive processing deadline.*
♦ *The employee is already receiving at least 50% of their scheduled pay.*
♦ *The gross pay is less than $200.00.*
♦ *Separation payments (annual leave payouts, dismissal pay).*
♦ *Payments cannot be made before the payday in which the hours are worked.*

Employee Information

Last Name	First Name	WSU ID number

Position Number	Pay Rate	Hours Missing	Pay Cycle Earned

Departmental Contact

Contact/Preparer Name	Approving Appointing Authority Name/Signature Required

Phone	Email	Workday Service Desk Ticket Number

Reasoning

☐ Supervisor approved time late.
☐ Missing Compensation, but all time was submitted on time.
☐ Late hiring process.
☐ Appointment not renewed in time.
☐ Time entered on incorrect position.
☐ Other: Please explain reason why in box below.

Processing/Communication

All Off Cycle Paychecks will be issued based on the Payment Election the employee has in Workday.

Communication will be sent through your Workday Service Desk Ticket for approval and when the payment has been processed.

Please allow 3 business days for processing.

Payroll Use Only

Input By Checked By	Date Processed	Workday Ticket Responded/Closed