

Off Cycle Check Request Form

Date _____

Campus _____

Requested by _____

For pay period not paid _____

Employee ID _____ Name _____

Record #: _____

Amount to be paid: Reg hrs _____ x Rate _____ = \$ _____

Flex to be paid: \$ _____

Contract: \$ _____

Total Amount to be paid: \$ _____

Reason for request _____

Please attach supporting documents. Fax form and documents to (480) 731-8405

Employee Signature _____ Date _____

Signature _____ Date _____

(Supervisors Name and Title)

For Payroll use only

District approval _____

Processed by _____ Date _____

Check distribution _____ Pay Period Processed _____

Request for off cycle check guidelines

- Payroll must have approved RPS/Work study contracts/New hire packets in place, before off cycle check is issued
- Approved original documents must be in payroll; no faxed copies of timecards, contracts or RPS
- Adjustments for corrected rates or hours not reported on timecard will be made on the following payroll. No Off Cycle Checks
- Original **Special Service Contracts** must be approved and in the payroll department before check can be issued
- Request for off cycle checks must be received by 1:00 pm for same day issue. Request received after 1:00 pm will be ready on the next business day.
- If an employee has been paid on other contracts/timecards and a request for an off cycle check is received for a late payroll document, and Federal taxes are applicable, then Federal withholding will be withheld at the supplemental rate of 25%
- Off Cycle Check Request Form must be signed by the employee and authorized supervisor.