NORTHERN KENTUCKY UNIVERSITY
DEPARTMENT OF HUMAN RESOURCES
REQUEST FOR OFF CYCLE PAYROLL CHECK

Instructions: This form is to be used ONLY in situations where an employee of the University was not paid either a portion of, or the entirety of the pay which he/she had rightfully earned. This form will be initiated by the requesting department. **Off cycle requests are processed once a week on Wednesday mornings at 11 a.m. and must be received by the payroll office with all signatures by 10:30 am on Wednesday to be processed in that Wednesday's off cycle run.**

A. TO BE COMPLETED BY DEPARTMENT

DEPARTMENT REQUESTING_______________________________

DEPARTMENT CONTACT/PHONE___________________________

DATE _______________       GROSS AMOUNT DUE ___________

EMPLOYEE NAME ___________________________ EMPLOYEE ID NUMBER________

REASON FOR REQUEST: ____________________________________________________

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B. SUPERVISOR’S APPROVAL: _____________________________________________

C. DIVISION VICE PRESIDENT APPROVAL: _________________________________

D. PROVOST APPROVAL (Academic Affairs only): ___________________________

E. HUMAN RESOURCES APPROVAL: _______________________________________

F. FINANCIAL AID (Student employees only): _______________________________