

**PAGE TWO FOR OFF CYCLE MANUAL REQUESTS**

Name \_\_\_\_\_ EMPLID \_\_\_\_\_ AGENCY \_\_\_\_\_

S		M		T		W		TH		F		S	

S		M		T		W		TH		F		S	

S		M		T		W		TH		F		S	

EACH SET OF BLOCKS REPRESENTS A PAY PERIOD TIME FRAME. IF THE REQUEST IS FOR MORE THAN ONE PAY PERIOD, PLEASE ENSURE YOU FILL IN EACH PAY PERIOD SEPARATELY.

FILL IN THE DATES WITH THE CORRECT CORRESPONDING DAY IN THE PAY PERIOD FOR THE MANUAL REQUESTED.

REMEMBER TO USE THE APPROPRIATE TRC CODE.

PAYDAY WEEKS-PLEASE ENTER TIME IN OAKS TIMESHEET.

PAY PROCESSING WEEKS-DO NOT ENTER THE TIME IN THE OAKS TIMESHEET (THIS WILL DELAY THE PROCESSING OF THE MANUAL)

REMEMBER TO ENTER A COMMENT IN THE BUBBLE ON THE OAKS TIMESHEET-(DAS/HRD PAYROLL WILL ENTER COMMENT AND TIME FOR REQUESTS ON PAY PROCESSING WEEK)

FOR APPROVING AGENCIES, DAS/HRD PAYROLL WILL APPROVE THE PAYABLE TIME WITH THE AUTHORITY OF THE MANUAL CHECK REQUEST