

REQUEST FOR OFF-CYCLE MANUAL PAYCHECK

EMPLOYEE DATA:

NAME _____ EMPL ID# _____

Full Time _____ Part Time _____ Temporary _____

Agency Name & Number _____ PPE _____ Payday _____

REASON FOR REQUEST: (Cancel paper warrant – attach copy of Stop Payment Documentation)

EXPLAIN: _____

Complete Off Cycle page two for what needs to be paid

Deductions for a whole pay period will come out as normal, except health insurance. Health insurance will be done through arrears process. Deductions for a partial pay period will not be deducted, except for retirement and garnishments where applicable. If you need a deduction taken that does not fit in the above statement, please indicate below.

Deductions that need to be taken: _____

SIGNATURE:

Agency Approval _____ Date _____ Time _____

Telephone _____ Ext _____ Fax # _____

Date: _____
Prepared by: _____ Gross: _____ Net: _____ Check # _____ Stock # _____

I ACKNOWLEDGE RECEIPT OF A CHECK WITH THE ABOVE NUMBER, DATE AND PAYEE

SIGN HERE _____ DATE _____

FAX APPROVED FORM TO: DAS HRD PAYROLL SERVICES @ 614.466.1565

NOTE: Form will only be processed if it is approved by an authorized agency central office employee

Revised 4/30/15

PAGE TWO FOR Request for Off Cycle Manual Request

Key EC = Earnings Code D/H=Dollars/Hours

Name _____ EMPLID _____ AGENCY _____

If manual for Additional pay or \$ earnings - EC _____ D/H _____

If re-write - EC _____ D/H _____ EC _____ D/H _____ EC _____ D/H _____

EC _____ D/H _____ EC _____ D/H _____ EC _____ D/H _____

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 AUTHOR