Florida Agricultural & Mechanical

University

PAYROLL DEPARTMENT

**Off Cycle Payment Request**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | | **First Name** | | | | **Empl # and rcd#** | | | | |
| **Department Name** | **Department** | | | **Funding Number**  **Project#:**  **Fund#:**  **Program#:** | | | | | **Pay Period:** | |
| **Check One:  To Be Direct Deposit**  **To be mailed  To be picked up** | | | | | | | | | | |
| **REASON FOR REQUEST:**  Timesheet not received  Hours not keyed properly  Inactive Status in HR or Payroll  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **How you intend to prevent this type of error in the future?**  **Will work with the departments to ensure timely receipt of executed documents.** | | | | | | | | | | |
| **Earning Code:** | | | | **Hours** | | | | | | **Hourly Rate** |
| **Employee Category** | | | **Job Title** | | **Job Code** | | | **Funding Number**  **Project#:**  **Fund#:**  **Program#:** | | **Working Department** |
| **Comments:** | | | | | | | | | | |
| **PREPARED BY** | | | | **PHONE** | | | **DATE** | | | |
| **DEPT. AUTHORIZED SIGNATURE** | | | | **PHONE** | | | **DATE** | | | |

**FOR PAYROLL USE ONLY:**

**Amount paid for this request: \_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
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