

Purpose of this Form: To request an off-cycle payment when an individual was not paid or was not paid correctly on the regularly scheduled pay date. Review the Off-Cycle Payment Guidelines on the [Payroll Resources website](#). Off-cycle requests will not be considered outside of these guidelines except as required by law. The off-cycle pay process is not intended to be used as an alternative to submitting payroll, human resource, and/or time tracking transactions within [posted payroll deadlines](#).

Department Submitting Request: _____ Date Requested: _____

Payee Information

First Name: _____ MI: _____ Last Name: _____
Andrew ID: _____ Pay Group: _____
Pay Period Start: _____ Reason for Request: _____
Pay Period End: _____ Number of Hours: _____
Note: Time must be submitted and approved prior to submission of this form.

EXPLANATION REQUIRED. Provide details below, reference any applicable Service Now case number, and attach all relevant documentation such as forms and e-mails:

Processing Time and Distribution: All off-cycle requests must be received in Payroll by 5:00 EST on Monday. This includes corresponding Workday transaction, which must be completed before an off-cycle can be completed. Payroll processes off-cycle payments weekly or biweekly (regular pay schedule permitting), and funds will be distributed using the current active payment method in Workday for the payee. This will be either:

- Deposited into employee's bank account (timing of bank deposits may vary depending on the financial institution).
- Paid via a paper check available for pick up at the CMUWorks Service Center by the employee (with a valid photo ID).

Required Signatures

Requestor	Signature	Date	Phone Number
Business Manager	Signature	Date	Phone Number
ALG Member	Signature	Date	Phone Number

For Payroll Use Only

Processed by: _____
Reviewed by: _____

Return completed form HR Services at
hr-help@andrew.cmu.edu.

Please include 'Off Cycle Payment' in the subject line of the email/ServiceNow ticket.