

## PAYROLL OFF-CYCLE PAYMENT REQUEST APPROVAL FORM

Completion of this form is required for all off-cycle payment requests and shall be included as back-up documentation when requesting the off-cycle from HR/Payroll Operations. The form may be included as an attachment to the ePAF, eAdditional Pay or paper PAF. The form shall be emailed to the appropriate CAPS inbox for all other off-cycle processing needs (e.g. payment for missed time approvals).

A **\$100** processing fee *may* be charged for each off-cycle request processed. Please provide a **MoCode** on the form below for this charge. For more information regarding this charge, please contact your CAPS representative.

PLEASE NOTE: The off-cycle payment process is not available every day. When this form is not attached to the ePAF, the request must be presented to HR/Payroll Operations by 10:00 a.m. on processing day. If presented after 10:00 a.m. it will be held for the next processing day. Please refer to the Production Calendar on the [HRS-Payroll website](#) for the days off-cycles are processed.

### **REQUEST**– To be completed by requesting department

Request Date:

Employee Name:

Emplid:

MoCode for Processing Fee:  
(provide full chartfield for unrestricted account)

Department Contact:

Department Phone:

Department Approver Name (Printed):

Reason for off-cycle payment request: