

## PAYROLL OFF-CYCLE AUTHORIZATION 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.

A **\$100** processing fee *may* be charged for each off-cycle request processed. Please provide a **MoCode** on the form below for this charge.

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 12:00 p.m. (Noon) on processing day. If presented after 12:00 p.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.

### SUBMISSION AND CONTACT INFORMATION

CAMPUS	Ok to include as attachment to ePAF?	HR/Payroll Operations contact for questions or emailing form not attached to ePAF
MU	YES	Email the appropriate CAPS address
UM SYSTEM	YES	Email the appropriate CAPS address
UMSL	YES	<a href="mailto:muhrsumslpayroll@missouri.edu">muhrsumslpayroll@missouri.edu</a>
S&T	NO – email only	<a href="mailto:muhrsstpayroll@missouri.edu">muhrsstpayroll@missouri.edu</a>

### 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: