



On Demand Check Request

This form should only be completed if an employee has missed a paycheck, and an on-demand payment is requested and approved by the supervisor and HRBC.

A \$50 fee will be charged to your department’s operation account if this is an employee or departmental error/oversight.

*Please ensure that any retroactive hours or job actions are approved in Workday Prior to submitting this form in a Workday help case.

Employee’s Name:

Employee’s ID:

Department/Division:

Fund/Worktags:

Reason for Request:

Pay Period Begin Date:

Pay Period End Date:

Total Number of Hours to be Paid:

Hourly Rate of Pay:

Total Amount:

Prepared by:

(Please print your name)

(Please sign your name)

Supervisor Approval:

(Please print your name)

(Please sign your name)

HRBC Approval:

(Please print your name)

(Please sign your name)

Payroll Approval:

(Please print your name)

(Please sign your name)

FOR CENTRAL HUMAN RESOURCES USE ONLY

If no \$50 fee was charged, the reason was due to a HR error. Explain the error:

Verified this amount was not previously paid:

FAPLAN Eligible:

Yes or

No