

NORTHERN KENTUCKY UNIVERSITY  
DEPARTMENT OF HUMAN RESOURCES  
REQUEST FOR OFF CYCLE PAYROLL CHECK

Instructions: This form is to be used **ONLY** in situations where an employee of the University was not paid either a portion of, or the entirety of the pay which he/she had rightfully earned. This form will be initiated by the requesting department. **Off cycle requests are processed once a week on Wednesday mornings at 11 a.m. and must be received by the payroll office with all signatures by 10:30 am on Wednesday to be processed in that Wednesday's off cycle run.**

A. TO BE COMPLETED BY DEPARTMENT

DEPARTMENT REQUESTING \_\_\_\_\_

DEPARTMENT CONTACT/PHONE \_\_\_\_\_

DATE \_\_\_\_\_ GROSS AMOUNT DUE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ EMPLOYEE ID NUMBER \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. SUPERVISOR'S APPROVAL: \_\_\_\_\_

C. DIVISION VICE PRESIDENT APPROVAL: \_\_\_\_\_

D. PROVOST APPROVAL (**Academic Affairs only**): \_\_\_\_\_

E. HUMAN RESOURCES APPROVAL: \_\_\_\_\_

F. FINANCIAL AID (**Student employees only**): \_\_\_\_\_

E: COMPTROLLER'S APPROVAL: \_\_\_\_\_