Off-Cycle Payroll
Payment Request Form

THE UNIVERSITY of MISSISSIPPI | Human Resources

Date: _____ Department Submitting Request: _____

Employee No: _____ Last Name: _____ MI: ____ First Name: _____

Employee Group:
☐ Staff Hourly   ☐ Staff Salary   ☐ Faculty
☐ Student Hourly   ☐ Student Stipend   ☐ Retiree

For Pay Period(s): _____

Reason for Request: (check the appropriate box AND provide detail in the box below)

☐ Timesheet Error (CATS/ESS)   ☐ Additional Pay

☐ Departmental Error   ☐ Other

☐ Award

Explanation: (required)
Provide any additional details below and attach all relevant documentation such as timesheets, e-forms, and/or emails

An off-cycle payroll is generally processed on the 3rd business day following payday. In order to be considered for the off-cycle payroll, requests must be delivered to Payroll in the Jackson Avenue Center-Central by 5 pm one day prior to processing. Any related forms or timesheets must be **approved** and **finalized**.

The off-cycle is not intended to be used as an alternative to submitting Payroll/Human Resources information in a timely and efficient manner. Payroll errors which fall under the responsibility of the employee (i.e. missing or incomplete employment documentation and/or timesheets) will be corrected on the next regularly scheduled payroll.

Requested By: _____   Date: _____ Phone: _____

FOR PAYROLL USE ONLY				
Date Received		No. of Hours	Hourly Rate	Net Amount Paid
Processed By				