



# OFFICE OF HUMAN RESOURCES ON-DEMAND PAYMENT REQUEST (EXCEPTION BASIS USE ONLY)

**Student and OPS Employees:** Submit form to Payroll (UNF Hall)

**Budgeted Employees:** Submit form to Human Resources (J.J. Daniel Hall)

Date of Request: \_\_\_\_\_

**In order to process this request, the following is required:**

1. The employee must have an active record in the online payroll system. New hires must have processed in Human Resources, and the required information keyed into payroll to be active.
2. This request must be completed and signed by the appropriate accountable officer(s) and submitted to Payroll and/or Human Resources. Incomplete information on the form will delay the process of payment. All fields are required.
3. The request requires a minimum of three (3) days following the receipt of this request by Payroll if received before noon.
4. All signatures are required before Payroll will process.

Employee Name: \_\_\_\_\_ N-Number: \_\_\_\_\_

Employee Class: \_\_\_\_\_ Department Name: \_\_\_\_\_

Position #: \_\_\_\_\_ Suffix: \_\_\_\_\_ Index: \_\_\_\_\_ Fund: \_\_\_\_\_ Org: \_\_\_\_\_

Biweekly Rate: \_\_\_\_\_ Hourly Rate:\* \_\_\_\_\_ No. of Hours to Pay: \_\_\_\_\_ Pay Period: \_\_\_\_\_

Justification:

Department Contact: \_\_\_\_\_ Extension: \_\_\_\_\_

## Approvals:

\_\_\_\_\_  
Dean/Division Head/Principal Investigator

\_\_\_\_\_  
President, Vice President or Designee

\_\_\_\_\_  
Vice President of Human Resources or Designee

\_\_\_\_\_  
Payroll

\* Hourly rate of pay applies to Student Employees and OPS. A copy of the time sheet(s) is required. Exception time taken also requires a time sheet to be submitted.

*To save a copy of this form to your computer, click the File menu at the top of your screen and select the Save as... command. Give the file a meaningful name, select a location on your computer for saving and click the Save button.*