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.

Off-cycle payments are processed as direct deposit and should reach the employee's bank account within 48 hours of processing, not counting weekends or holidays.

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/UM System	YES	Email the appropriate CAPS address
S&T	NO – email only	ummupayrollsharedservices@umsystem.edu
UMKC	NO – email only	umkchrdatagroup@umkc.edu
UMSL	YES	ummupayrollsharedservices@umsystem.edu

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 or email:

Department Approver Name (Printed):

Reason for off-cycle payment request:

Updated 5/2021