



Please check one: On-Demand On-Cycle

Part I: Employee and Job Data

Last Name _____ First Name _____ Middle Initial _____ NetID _____

Employee ID _____ Position Number _____ Type/Location: Endowed Contract College

Part II: Payroll Information

Earnings Period: Begin Date _____ End Date _____ Dates for which the employee is being paid.

Semimonthly Salary (Annual/24) _____ Other Earnings (Type) _____ Amount _____

Part III: Reason for Request

Late Appointment

Part IV: Payment Explanation/Details for the Request

Please provide an explanation for the reason for this request:

Part V: Accounting Data - Account Distribution

Attach additional sheets, if necessary.

Account Number	Amount of Request	Percent

Part VI: Administrative Data

Preparer Name _____ Phone _____ Email _____

Semimonthly On-Demand/On-Cycle Correction Form, continued

Part VII: Payment Authorization

_____		Date _____
Authorized Signature		
Payment Approver Name _____	Phone _____	