



The University of Texas at El Paso  
**Off-Cycle Payroll Request Form**



Off-Cycle Payrolls will be processed by the Payroll Department on a weekly basis. Employees will be paid via check which will be picked up at the Payroll Office. The Payroll department will take requests for payout until 10:00 am Thursday for Friday processing. Any requests received after the deadline will be processed and paid on the next available off-cycle run or on cycle payroll. Checks will be available for pick up on Friday afternoons after 4:00 pm.

**To Request an Off-Cycle Payroll**

Ensure the employee has active assignment (job data) and a completed HR record for the requested pay period. Off-cycle payments cannot be processed if the employee does not have an active assignment in the HR system.

**Reason**

Reference to Original IAP  
 (DTN Number)

**Employee Information**

Empl ID

Last Name

First Name

Middle Initial

Position Number

Position Title

Cost Center / Project ID

**Type of Payroll**

Monthly      Hourly      Pay Period

to

If monthly, monthly gross needed

If hourly, number of hours needed

Description