



EMERGENCY PAYCHECK REQUEST

Date: _____ Department Name: _____

EMPLOYEE INFORMATION

Bi-Weekly Monthly Campus:

Circle One
STW OKC TUL CHS OKM

 Supervisor Name: _____

Employee ID: _____ Employee Name: _____

REASON FOR EMERGENCY PAYCHECK REQUEST

Provide a detailed explanation: _____

REQUIRED DOCUMENTATION AND PREPARER ATTESTATION

By signing below, I affirm that I have attached all necessary documents to process a payment for this employee and an Electronic Personnel Action Form (EPAF) with correct personnel dates and/or correct pay information has been applied prior to submitting this form, if necessary. Necessary documents include the same documentation required to process this payment on the next scheduled payroll. This might include a Bi-Weekly Prior Period Adjustment and Leave Adjustment (PPA) form and all required documentation and support including employee and supervisor signed timesheets, an Exception to Normal Pay (ENP) form for missed pay (paper form only for both monthly and bi-weekly paid employees), etc. I further affirm that any documents related to this payment that have been submitted to payroll separately for future or current payrolls have been recalled and I have notified payroll not to process those documents. I will not submit any payment documents separately from those attached to this form to avoid duplicate payments.

PREPARER: _____
Print Name Signature Date

EMPLOYEE FINANCIAL HARDSHIP

By signing below, I understand I am indicating I have a financial hardship and cannot wait for the next regularly scheduled payroll and need the emergency paycheck.

EMPLOYEE: _____
Print Name Signature Date

Email from employee's okstate.edu email address indicating financial hardship is attached in lieu of signature

APPROVAL SIGNATURES

FISCAL OFFICER: _____
Print Name Signature Date

DEAN/

VICE PRESIDENT: _____
Print Name Signature Date

ALLOW 1-4 BUSINESS DAYS FOR PROCESSING

Email the completed form and supporting documentation to payroll.services@okstate.edu
Include "EPR" and the employee's Banner ID and name in the subject line.