OUT OF CYCLE REQUEST FORM

UAB Financial Affairs

Employees that have received less than 50% of what they should have received in the normal payroll cycle and the discrepancy resulted because of an Oracle system or Central Administration issue can complete the below form. The completed form will need to be emailed to Assistant Vice President for Financial Affairs Andy Hollis: ahollis@uab.edu.

EMPLOYEE NAME	JOB TITLE	EMPLOYEE ID	DATE FORM COMPLETED

IMMEDIATE SUPERVISOR	DEPARTMENT	HOURLY/MONTHLY RATE OF PAY

SUPERVISOR SIGNATURE

Hours Requested:

DATE	TEL Document #/Months to Pay	ACT Document # (If Applicable)	Additional Comments

Number of Departmental Request to date

ANTICIPATED NUMBER HOURS/ MONTHS TO PAY

Please provide an explanation of the reason why the employee did not receive their full pay that requires the Out-Of-Cycle request. Please provide departmental actions that will be taken to prevent future requests.

APPROVALS

FISCAL OFFICER SIGNATURE	DATE OF APPROVAL	ASSISTANT VICE PRESIDENT SIGNATURE	DATE OF APPROVAL

INSTRUCTIONS

Once approved by FA AVP, a Payroll Representative will process and wire payment to the employee's 100% deposit account listed in Oracle. This payment will generally post the same day depending on the time if not the next day.

It is the responsibility of the employee and the department to submit all timesheet corrections via TEL. The employee and the department must do this before payroll is completed.

Updated 7/10/24