

Off-Cycle Check Requests

This quick reference card assists users with the **Off-Cycle Check Requests** for payroll in Workday. The process is generally for Timekeepers to understand the required information and process flow for this topic.

Request Off-Cycle Check

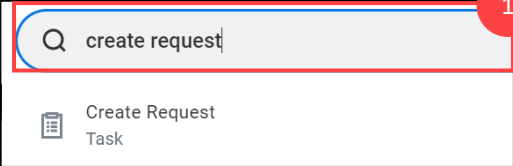
1. Use the global navigation bar to search for and select **Create Request** task.
2. Under **Request Type**, select **UR Off-Cycle Check Request Form**.
3. In the **On Behalf Of** field, select the employee receiving the check.
4. In the **Describe the Request** field, provide the reason for the off-cycle check.

Note: If this request is for an award, provide the name of the award in this field, when the check is needed (allowing 5 business days), and the name of the person picking up the check.

5. Enter a **Callback Number**.
6. Enter the **Position**.
7. Enter the **Number of Hours OR the Dollar Amount Owed**.

Note: Hours must be approved in UKG in order to approve the request.

8. Provide the **FAO** for the \$30 charge fee. .
9. Select **Submit**.



Q create request

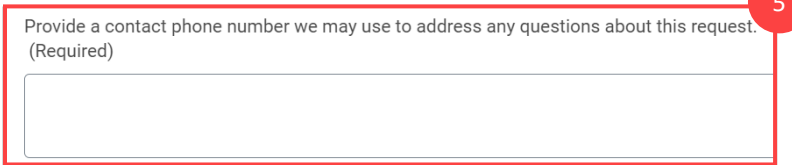
Create Request Task



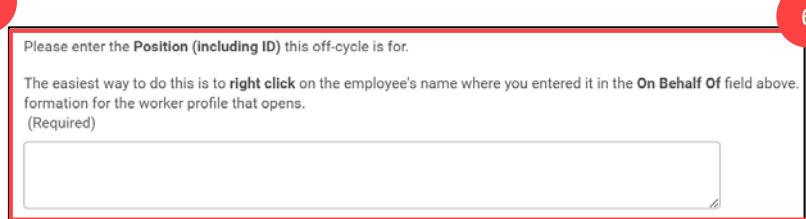
On Behalf Of

× Gray Participant ...

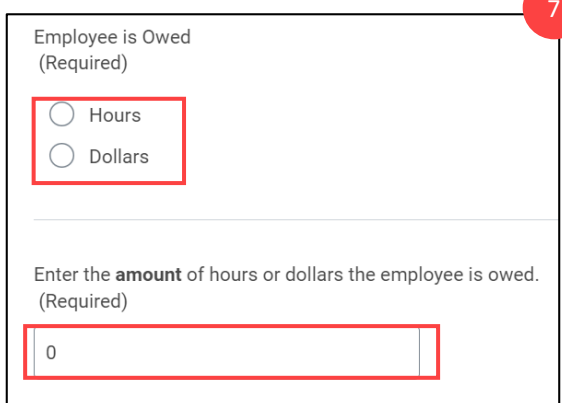
Describe the Request * Enter a reason here.



Provide a contact phone number we may use to address any questions about this request. (Required)



Please enter the **Position (including ID)** this off-cycle is for. The easiest way to do this is to **right click** on the employee's name where you entered it in the **On Behalf Of** field above. (Required)



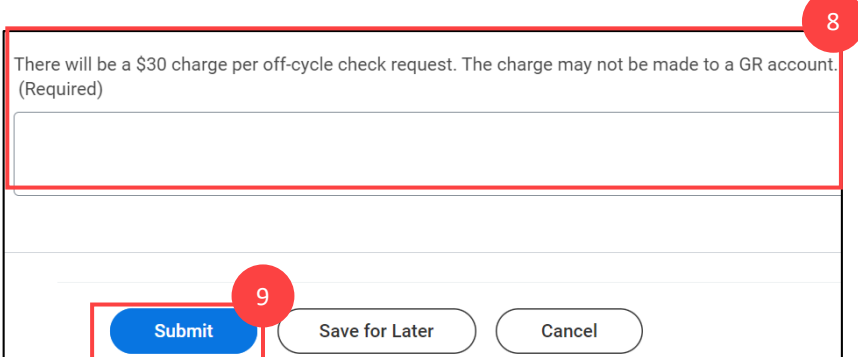
Employee is Owed (Required)

Hours

Dollars

Enter the **amount** of hours or dollars the employee is owed. (Required)

0



There will be a \$30 charge per off-cycle check request. The charge may not be made to a GR account. (Required)

Submit Save for Later Cancel