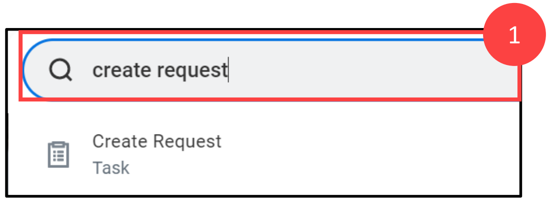
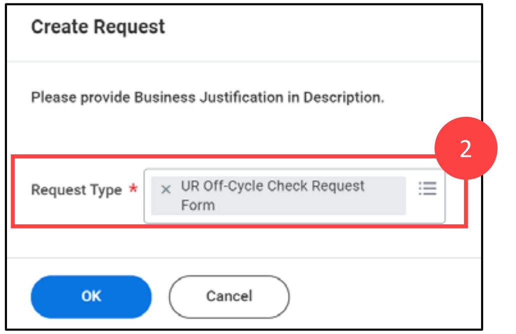
Off-Cycle Check Requests

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

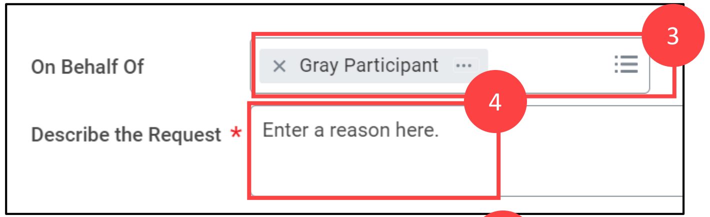
1. Use the global navigation bar to search for and select **Create Request** task.
2. Under **Request Type**, select **UR Off-Cycle Check Request Form**.

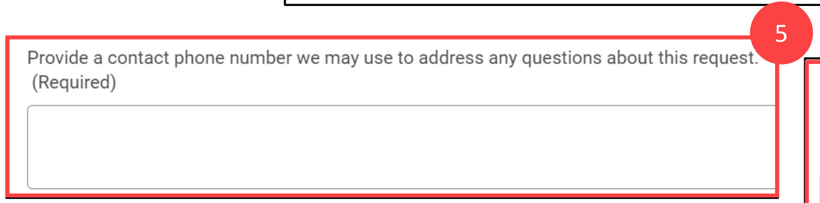


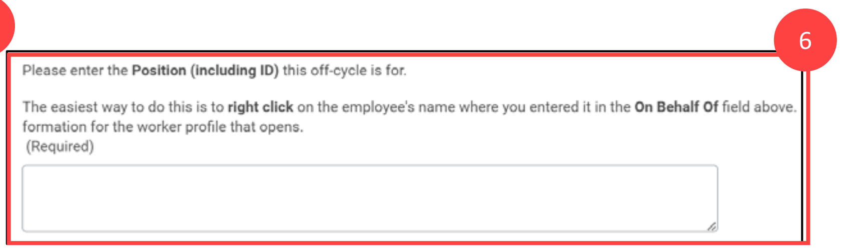


3. In the **On Behalf Of** field, select the employee receiving the check.
4. In the **Describe the Request** field, provide the reason for the off-cycle check.

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.

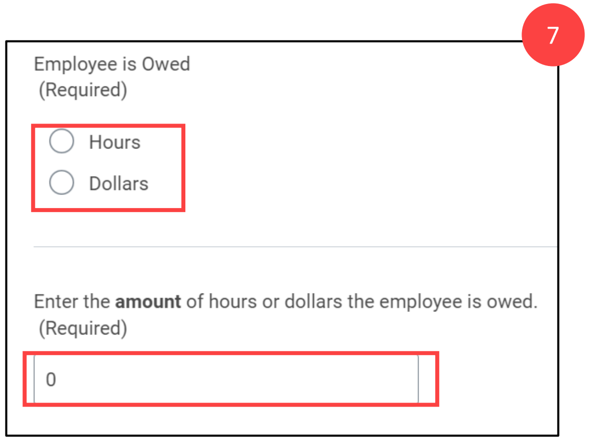




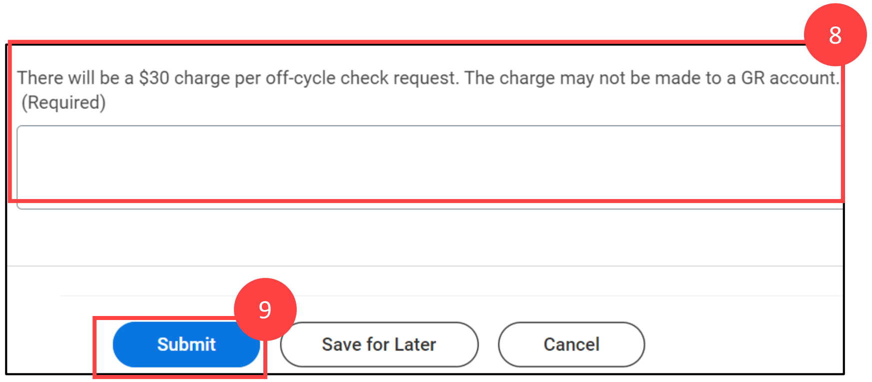


5. Enter a **Callback Number.**
6. Enter the **Position**.
7. Enter the **Number of Hours** OR **the Dollar Amount Owed.**

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**.



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