



ASU Financial Services
Payroll action request

Off-cycle check — manual. Pay on the next regular paycheck cycle.

Submit this form by emailing your Financial Services payroll representative. Include supporting documentation and the employee’s timesheets if applicable. Requests over \$25,000 must have approval from the VP/Provost and Financial Services. **Note:** This form can be submitted for any pay adjustment before Workday goes live Dec. 23, 2024.

Employee information

Employee name: _____ Record number: _____

Employee ID number: _____ Position number: _____

Department name: _____ Department code: _____

Check the appropriate employee classification:

Classified Faculty GA/RA/TA Salaried Staff Student

Position number	Earnings code	Date to be adjusted	Hours to be adjusted	Hourly rate	Amount

Comments

Prepared by/contact

Printed name: _____ Signature: _____

Phone number: _____ Date: _____

Account signer

Printed name: _____ Signature: _____

Phone number: _____ Date: _____

Dean/Director/VP/Provost, if required

Printed name: _____ Signature: _____