

Payroll On Demand Payment Request

Employee Name:

Workday ID:

Dollar amount: **Date of change or new hire:**

Position number: **Pay Group:**

Reason for request:

Costing Override:

There is a \$50 charge per on demand payment.

Driving Worktag:

- **Payroll will notify the department once the payment is processed.**
- **A pay slip will be available to the employee in Workday once the payment is processed.**
- **Payment will be made according to the employee's designated payment elections. Payments processed as check will be mailed to the employee.**

Approver Signature/Title:

Approver Signature/Title:

Approver Signature/Title:

Approver Signature/Title:

Person initiating this form:

Phone number: **E-mail address:**

Payroll use only

Date processed: **ADJ#**

Please email this completed form to Payroll at payroll@uark.edu.