

**Weber State University—Payroll Office
Request for Emergency Draft (Out-of-Cycle Check)**

Emergency Drafts will be prepared if approved by the Department Supervisor, and the next approval level (e.g. Department Head or Dean). There will be at least a 24-48 hour delay between the time the draft is requested and the time the check becomes available in Payroll.

Date of Request: _____ Index for \$50 Processing Fee _____
(per check requested)

Requested By: _____ Ext. _____

Authorization:

Dept. Supervisor (1st level): _____

Dept. Head (2nd level): _____

Payee Name(s) and W#(s)

- 1- _____
- 2- _____
- 3- _____

Reason for Emergency Draft:

- PAR/Paperwork Delay
- Award Check
- Time Not Entered on TAS: # Hrs to be paid _____ Index for Payment _____
- Other (Describe) _____

Delivery Method:

- Hold for pick-up (in payroll) Send check to MC _____
- Call Dept. when ready - ext _____ Call Employee when ready _____
- Mail to Employee: _____

Payroll Use Only:

Check Processing Date: _____ Billing Date: _____