

Weber State University Request for Payroll Emergency Draft

Emergency Drafts will be prepared if approved by the Department Supervisor, the next approval level (e.g. Dean), and Accounting Services. 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 \$40 Processing Fee _____

Payee Name(s) and W#(s) _____

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: Send check to MC _____ Call Department when ready - ext _____

Call Employee when ready @ _____

Mail to Employee: _____

Requested By: _____

Dept. Supervisor: _____

Next Approval Level: _____

For Payroll Use Only:

Accounting Services Approval _____

Date Processed: _____ *Date Fee Assessment to AS:* _____