



Quick Pay/Out-of-Cycle Request

Certain circumstances call for an off-cycle or 'quick pay' to be processed for direct deposit before the next scheduled pay date. ***The quick pay provision is not to be used as an alternative to submitting payroll information timely.*** Pay for extra compensation (in addition to base pay) is not eligible to be processed as a quick pay, regardless of the amount. *Note: Please allow 48-72 hours for direct deposits to post to an account.*

Date _____

Requested by _____

Pay Period _____

Employee's Name _____

Assignment No _____

Reason _____

Please attach supporting documents when emailing the appropriate Payroll contact.

Principal/Supervisor Approval _____ Date _____

For Payroll use only

APS consolidation/Off-Cycle consolidation *(please circle):*

Salary/Adjustment Element Entry Date *(please circle):*

Salary/Adjustment Amount Entered *(please circle):*

Checking/Savings Account No *(please circle):* _____

ABA/Transit Code: _____

Bank Name: _____

Entered by: _____

Processed by: _____