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: ________________________