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: ________________