



PAYROLL AND EMPLOYEE SERVICES
The UNIVERSITY of OKLAHOMA

PAYROLL EMERGENCY CHECK PROCEDURE

1. To initiate the emergency check process, the Emergency Check Request Form must be completed by the departmental payroll coordinator and signed by the department head.
2. The Emergency Check Request Form must then be forwarded to the appropriate Dean/Vice President for an approval signature.
3. The approved Emergency Check Request Form must then be sent to Payroll Services (payroll@ou.edu) for approval by the Payroll Manager.
4. The departmental payroll coordinator will be notified once the form has been processed.



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Emergency Check Request for a Missed Payroll

Payroll Services - 905 Asp Ave Room 244 - Norman, OK 73019

Policy - Emergency checks are made available to assist employees who did not receive a paycheck and are unable to wait for the next scheduled pay date for payment. There is no fee charged to the employee for this service. There will be a \$100.00 processing fee charged to the sponsoring department for each emergency check that needs to be issued.

Process - This form is to be completed by the departmental representative. Return the completed form to the above address. If the employee receives direct deposit for their payroll check, the emergency check could be directly deposited into the same bank account. It generally takes seven (7) business days to process payment once the form and backup documentation has been received. Please direct all inquiries to Payroll Services at payroll@ou.edu.

Employee & Department Info							
EMPLID:		First Name:		Preparer:			
Record #:		Last Name:		Phone #:			
Dept ID:		Dept Name:					
Employee Pay Group:		HRY	MTH	9/9	9/12	H99	Amount:
Reason:							

Chartfield Spread							
GL Account	ORG	FUND	FUNCTION	ENTITY	SOURCE	PURPOSE	PROJECT
955900							
NOTE: This section must be completed prior to request being processed.							
The chartfield spread above will be charged a \$100.00 processing fee.							

Signatures	
Account Sponsor (please print):	
Signature:	Date:
Dean or Director (please print):	
Signature:	Date: