OUT-OF-CYCLE PAYROLL CHECK REQUEST FORM

THE CITY OF NORFOLK FINANCE

Department : _____   Department #: _____

Today's Date: _____   **Form Completed by:** _____

Employee Name: _____   Employee ID#: _____

	DATE	IN	LUNCH OUT	LUNCH IN	OUT	HOURS	TRC
PROVIDE CORRECTED AND/OR MISSED PUNCHES ONLY - INDICATE AM OR PM							**Sworn EE's Only**
Sat							
Sun							
Mon							
Tues							
Wed							
Thur							
Fri							
Sat							
Sun							
Mon							
Tues							
Wed							
Thur							
Fri							

Supplemental Pay(s)

Late Leave Request
"Leave Cards Must be In System & Approved"

DATE	EARNING CODE	HRS/UNITS		DATE	LEAVE TYPE	HOURS
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____

Reason for Request: (Circle all that apply)

1. Employee Terminated
2. New hire paperwork not received in time for processing
3. Hours incorrect or not submitted
4. Payroll/HR processing error
5. Other _____

Signature: _____   Print Name _____
Director's Signature   Contact Phone # _____

For FIN-PAYROLL (FINANCE) Use Only

☐ Approved   ☐ Denied   Comments: _____

☐ Load to Off-cycle   ☐ Load to On-cycle   _____
                                                 _____

Processed By : _____   Date Completed : _____

Please allow up to 48 hours for processing
Payroll will Notify the Department and/or Employee when the Check is Prepared for Pick-Up