

## Johns Hopkins Enterprise Off Cycle Payment Request

<b>Date:</b>
<b>Employee Name:</b>
<b>Employee ID #:</b>

For Bi-weekly or Weekly paid employee, check one:       CATS       Kronos       Nightingale

**Please check one of the following reasons:**

- New Semi-Monthly employee who has worked more than 5 days.

Date of New Hire ISR:	ISR Document #:
-----------------------	-----------------

- Semi-Monthly Employee returning from Leave of Absence with no Pay.

Date of Return ISR:	ISR Document #:
---------------------	-----------------

- Bi-Weekly or Weekly employee to be paid for 8 regular hours or more or for 8 overtime hours or more

Date hours were submitted/entered:
------------------------------------

Hours submitted by date and pay code:

Date:	Pay Code:	Hours:

**Please note the offcycle payment schedule:**

The payment request must be emailed to [Payroll\\_offcycle\\_checks@jhu.edu](mailto:Payroll_offcycle_checks@jhu.edu) by 11:00 am

**Bi-weekly payroll** - payday Friday and the following Monday, Wednesday and Friday

**Semi monthly payroll** - Monday, Wednesday, and Friday (except if Semi payroll is processing)

**Weekly payroll** - payday Friday and the following Monday

**Payment method:**

- Check (even if employee has direct deposit)
- Direct Deposit (Only if employee already had direct deposit. (Deposits could take 2-3 business days)

**Choose delivery method for checks only** (Deposit advice will be mailed home):

<input type="checkbox"/> Inter-campus mail to JHU primary department	<input type="checkbox"/> Mail Home
Campus Address:	<input type="checkbox"/> Pick up at Payroll Shared Services
Contact Name:	Phone #:

**Approval:**

Org. Unit Preparer's Name:
Org. Unit Approver's Name:
Date:

**Incomplete forms will not be honored and the employee will receive their pay on the next payroll cycle.**