

Johns Hopkins Enterprise Off-Cycle Payment Request

Date:
Employee Name:
Employee ID#:

For Bi-weekly or Weekly paid employee, check one: ☐ CATS ☐ Kronos ☐ Nightingale/Workforce
☐ Time Sheet X JH Works

Please check one of the following reasons:

☐ New Semi-Monthly employee who has worked more than 5 days. **(DO NOT SUBMIT OFFCYCLE UNTIL EA/ISR HAS BEEN PROCESSED AND APPROVED BY HR SHARED SERVICES)**

Date of New Hire EA/ISR:	EA/ISR Document #
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☐ Semi-Monthly employee returning from Leave of Absence with no Pay **(DO NOT SUBMIT OFFCYCLE UNTIL EA/ISR HAS BEEN PROCESSED AND APPROVED BY HR SHARED SERVICES)**

Date of Return EA/ISR:	EA/ISR Document #
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☐ Semi-Monthly Hourly employee to be paid for 8 regular hours or more.

☐ 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 (add more rows to the table if needed):

Date:	Pay code:	Hours:
Date:	Pay code:	Hours:
Date:	Pay code:	Hours:
Date:	Pay code:	Hours:
Date:	Pay code:	Hours:
Date:	Pay code:	Hours:
Date:	Pay code:	Hours:

Please note the offcycle payment schedule:

Bi-weekly payroll- payday Friday and the following Monday, Wednesday, 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. Check will be mailed home)

☐ Direct Deposit (Only if employee already had direct deposit. Deposit advice will be mailed home)

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.