



**Payroll Department**

310 Franklin Building  
3451 Walnut Street  
Philadelphia, Pa 19104-6284  
215-898-6301 (Phone)  
dofpayroll@pobox.upenn.edu

**OFF CYCLE PAYMENT REQUEST**

**To:** Payroll Department

**From:** \_\_\_\_\_

**Re:** Off Cycle Payment

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please find attached a request for an off cycle payment for \_\_\_\_\_ (employee's name),  
social security # XXX - XX - \_\_\_\_\_. I have received verbal approval from \_\_\_\_\_  
(payroll staff) about this request.

Attached is the late pay process screen and updated job assignment screen. This late pay was  
processed in Org. \_\_\_\_\_

The reason for the check request is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, or concerns, please do not hesitate to contact me at  
\_\_\_\_\_ or email me at \_\_\_\_\_

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_