Emergency Check Request for a Missed Payroll
Payroll & Employee Services – 905 Asp Ave, NEL 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 of 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 & Employee Services at 325-2961 (payroll@ou.edu).

**Departmental Representative:**

<table>
<thead>
<tr>
<th>Contact Phone:</th>
</tr>
</thead>
</table>

**Employee’s Name:**

<table>
<thead>
<tr>
<th>Empl ID:</th>
<th>Empl Record #:</th>
</tr>
</thead>
</table>

Company: □ NRM □ LAW
Pay Group: □ HRY □ MTH □ 9/9 □ 912 □ H99

**Reason for Check Request:**

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**NOTE:** This section must be completed prior to request being processed.

The chartfield spread listed below will be charged a $100.00 processing fee:

<table>
<thead>
<tr>
<th>GL ACCT</th>
<th>ORG</th>
<th>FUND</th>
<th>FUNCTION</th>
<th>ENTITY</th>
<th>SOURCE</th>
<th>PURPOSE</th>
<th>PROJECT</th>
</tr>
</thead>
</table>

**Account Sponsor’s Printed Name:**

**The department representative cannot sign as the Account Sponsor or Dean/Director. The Account Sponsor and Dean/Director must be 2 different names/signatures.**

Signature:  
Date:

**Dean or Director’s Printed Name:**

Signature:  
Date:

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**Payroll & Employee Services Only:**

Rev 7/29/2020