The **Payroll Update/Off Cycle Request** page is accessed in HRMS by navigating to:
Main Menu > Payroll Processing USA > Produce Payroll > UMPayroll Requests > UM Payroll Update/Off Cycle

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**A. Pay Request ID**  
System assigned upon submitting request.

**B. Request Status**  
Defaults as “New.” Other statuses are Needs Approval, Approved, Canceled, Needs Update, Rejected by Payroll, Complete.

**C. Reason, Approver**  
Required. Reason for request and approver must be selected.

**D. Employee information**  
Populates from *Empl ID* entered on *Add a New Value* page.

**E. Earnings**  
Current pay period lines populate. A new pay line can be added by clicking the (+) at the end of a row.

**F. Comment**  
Required.

**G. Modified Hours, Modified Rate, Modified Amount**  
Fields in the current pay lines that may be changed.