Approving Payroll Update/Off Cycle Requests

The Payroll Update/Off Cycle Request page, located in the HRMS Payroll module, is intended for units to submit corrections to current payroll data, corrections to past payroll data, and to request an off cycle payroll check when applicable.

All requests require unit approval.

- The unit approver will receive an email notification when a request needs approval.
- The approver will have the option to Approve or Cancel the request.
- Note: The approver may edit the request data, if necessary, prior to approving.
- Approved requests will be routed to Payroll Services.

Unit approvers should review the request for the following:

1. The Reason selected: Verify the required “Prerequisite” steps have been taken, as listed on the “Reason Definitions for Payroll Update/Off Cycle” job aid.

2. Ensure that the included Comments are clear and that they also confirm the requester has taken the necessary steps listed as “Prerequisite.”

3. Note: Requests that require rework by the requester may be delayed or miss the payroll deadline.