

## Engineering Payroll

### Emergency Payment Request

#### (Departmental Request for Payroll Payment Through Cashier)

TO: Engineering Payroll Office

SUBJECT: Departmental Request for Emergency Payment

Due to exceptional circumstances, one of our employees was not paid with the regular payroll. We would request that he/she be approved for an emergency payment based upon the following information and justification:

- Name: \_\_\_\_\_
- UIN: \_\_\_\_\_
- PIN #: \_\_\_\_\_
- Dept.: \_\_\_\_\_
- Period Covered: \_\_\_\_\_
- Gross Pay Due: \_\_\_\_\_

Justification for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Note:

The Engineering Payroll Emergency Payments are only issued when budgetary or payroll-related problems have hindered or delayed the check production for an individual. Circumstances such as employees delay in processing through Engineering Human Resources or delay in completing appropriate time sheets or budget information before payroll deadlines ARE NOT adequate justification for requesting emergency payments.