

# SKILLED TRADES

## PAY SHORTAGE REQUEST FORM

*To request payment of a pay shortage of \$100 or more **you must** complete this form and **submit it to your supervisor**. An off-cycle payment will be issued for the pay shortage.*

Last Name:		First Name:	
UMID:	Classification Title:	Department:	
Date:	Number of pay shortage hours:		
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I wish to receive my pay shortage payment as indicated below:

- A Monday direct deposit to my designated account consistent with the Central Payroll cutoffs.
- An online check issued as soon as practicable.

**NOTE:** Online checks are issued no later than four full business days after the pay shortage request is received, except for pay shortage requests submitted around the Christmas/New Year Holidays. In these cases, payment will be issued as soon as practicable.

EMPLOYEE SIGNATURE:	DATE SUBMITTED:
SUPERVISOR SIGNATURE:	DATE RECEIVED:

**FOR OFFICE USE ONLY:**

Date pay shortage is processed: \_\_\_\_\_

Paycheck date shortage is to be paid: \_\_\_\_\_

Notes: \_\_\_\_\_

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