



Please check one: On-Demand On-Cycle

Part I: Employee and Job Data

Last Name _____ First Name _____ Middle Initial _____ NetID _____
Employee ID _____ Position Number _____ Type/Location: Endowed Contract College

Part II: Payroll Information

Earnings Period: Begin Date _____ End Date _____
Hours To Be Paid
Week 1: REG Hours _____ SIC Hours _____ OTH Hours _____ Other Code _____ Include hours below
Week 2: REG Hours _____ SIC Hours _____ OTH Hours _____ Other Code _____ Include hours below
Biweekly Hourly Wage _____ Other Earnings/Allowance Pay (Type) _____ Amount _____

Part III: Reason for Request

Late Appointment [] Time Collection []

Part IV: Payment Explanation/Details for the Request

Please provide an explanation for the reason for this request:
[]

Part V: Accounting Data - Account Distribution

Attach additional sheets, if necessary.
Table with 2 columns: Account Number, Amount of Request, Percent

Biweekly On-Demand/On-Cycle Correction Form, continued

Part VI: Administrative Data

Preparer Name _____ Phone _____ Email _____

Part VII: Supervisor Attestation

I attest that the employee worked the hours reflected in this request for payment, and that the hours are not and will not be otherwise requested in Workday Time Tracking.

Supervisor/Designee Signature Date _____

Supervisor/Designee Name _____ Phone _____

Part VIII: Payment Authorization

Authorized Signature Date _____

Payment Approver Name _____ Phone _____

Return this completed form to ...

University Payroll
377 Pine Tree Road, Ithaca, NY 14850
Email: uco-payroll@cornell.edu