University Payroll

Semimonthly On-Demand/On-Cycle Correction Form

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 _____ Dates for which the employee is being paid.

Semimonthly Salary **(Annual/24)** _____ Other Earnings **(Type)** _____ Amount _____

Part III: Reason for Request

Late Appointment [_____]

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.

Account Number	Amount of Request	Percent	Account Number	Amount of Request	Percent

Part VI: Administrative Data

Preparer Name _____ Phone _____ Email _____

Return this completed form to ...
University Payroll
377 Pine Tree Road, Ithaca, NY 14850
Email: uco-payroll@cornell.edu

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Division of Financial Affairs
Last updated: June 17, 2019

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

Part VII: Payment Authorization

_____   **Date** _____
Authorized Signature

Payment Approver Name _____   **Phone** _____