



On Demand Payment Request

Employee Name:

Workday ID:

Position number: **Date of change or new hire:**

Reason for request:

There is a \$150 charge per on demand payment.

Driving Worktag:

- Transactions must be approved in Workday prior to sending the On Demand Payment request to Payroll Services.
- Payment will be processed according to the Payroll Calendar.
- Payroll will notify the department once the payment is processed.
- A pay slip will be available to the employee in Workday once the payment is processed.
- Payment will be made according to the employee’s designated payment elections. Payments processed as check will be held in the Payroll Office for pick up.

Position Budget Specialist Signature

Department Head Approver Signature

Person initiating this form:

Phone number: **E-mail address:**

Payroll use only

Date processed: Payment ID:

Please email this completed form to Payroll at payrolloffice@uapb.edu.