

**Clemson University
Express Paycheck Request**

NOTE: A special pay (paper) form must accompany this request and should not be entered into the on-line special pay data entry panel in PeopleSoft Payroll. (Entry into system will result in a duplicate payment)

Employee Name: _____ Today's Date: _____

Employee ID #: _____ Pay Group: _____

Department Number: _____ Paycheck Date of Missed Check: _____

Gross Amount of Express Paycheck Request (must match special pay amount) \$ _____

1. What necessitated request for Express Paycheck?

Excessive errors will be reported to the department head of each area.

2. It is the responsibility of the department requesting this check to notify the employee that this will be a (paper) check and should be picked up at the Administrative Services Building; or they can request the check to be put in the US mail. The requesting department will be notified as soon as the check is ready.

3. Send request along with special pay to Tonya Rotondi, HR Payroll, Administrative Services Bldg.

Requesting Department Contact Person: _____

Phone number: _____ Date: _____

FOR HUMAN RESOURCES PAYROLL USE ONLY:

Payroll approval: _____ Date _____

Amount approved: _____ Department contacted: _____