PAYROLL SERVICES
The UNIVERSITY *of* OKLAHOMA

EMERGENCY CHECK REQUEST

An Emergency Check can be requested for an employee if their paycheck is delayed due to ePAF processing issues or delays in their appointment start date. Other considerations will be made on a case by case basis dependent upon the circumstances of the missing compensation.

1. To initiate an Emergency Check Request (ECR), the ePAF for the requested payment must submitted and fully executed before the ECR can be processed.
2. The ECR Form must be completed by the departmental payroll coordinator and signed by the department head or the Dean/Director.
3. The signed and completed ECR Form must then be sent to Payroll Services (payroll@ou.edu) for processing.
4. The departmental payroll coordinator will be notified once the form has been received and approved for processing.
5. Approved ECR Forms will be processed on the Monday following payday and issued by the end of that week.

Employee & Department Info								
EMPLID:		First Name:				Preparer:		
Record #:		Last Name:				Phone #:		
Dept ID:		Dept Name:				Form ID:		
Employee Pay Group:		HRY TEM H99 SAL F99 F12					Amount:	
Reason:								

Signatures	
Account Sponsor (please print):	
Signature:	Date:
Dean or Director (please print):	
Signature:	Date: