

# WISLEY OFF CYCLE PAYMENT REQUEST FORM

PUBLICIS RE:SOURCES PAYROLL

## HR SECTION

<b>Employee Legal Name</b>		<b>CS ID#:</b>	
<b>Ap Pay Group</b>		<b>ADP File#:</b>	
<b>Final Payment Request:</b> (Check the box and enter the state. Applies to states mandating expedited delivery of the final payment to the EE)	<input type="checkbox"/>	<i>APPLIES TO USMS GROUPS ONLY: If the box is unchecked, the manual check request requires additional approval from Rachael Pope, Marie Vitalini, Amanda DeLay, and Nicolette Brady.</i>	
<b>Form Submitted By:</b>		<b>Approved By:</b>	
<b>Signature</b> (required):		<b>Signature REQUIRED</b>	
<b>Gross Amount (\$):</b>		<b>Vacation Hours:</b>	
<b>Last Date Worked:</b>		<b>CA Penalty (\$):</b>	
<b>Paycard Mailing Address &amp; Phone Number:</b>		<b>Payment Delivery Date:</b>	
<b>Reason/Details:</b>			
<b>Method of Payment:</b> (Check the box that applies)	<input type="checkbox"/>	<b>Note: Check box indicates payment method approval by employee is obtained. This box must be checked in order to move forward with payment processing</b>	<input type="checkbox"/> <b>ADP PUSH TO DEBIT</b>
			<input type="checkbox"/> <b>PAY CARD EE Has No Bank Acct</b>
<b>Comments</b> (provide any additional information related to pay such as earning codes, pay period, breakdown of hours, etc.):			

**Incomplete forms may result in a delayed issuance of the off-cycle payment.  
Next-day payment delivery requests must be submitted to payroll by 3:30 pm (EST).**

## PAYROLL SECTION

<b>Specialist Name:</b>		<b>Date Processed:</b>	
<b>Signature</b> (required):		<b>Paycard Number</b> ----- <b>Push To Debit Confirmation #</b>	-----
<b>Comments:</b>			