USC University of Southern California

UNIVERSITY OF SOUTHERN CALIFORNIA * University Payroll Services

ON-DEMAND CHECK REQUEST

_____

| Employee Name (Print Name) | Employee Number | Cost Center Hierarchy Level 5 – Name and ID # (KSOM Only, CCH Level 7) [Example: USC Dornsife College of Letters, Arts and Sciences, CCH00059] |

_____

| Position Number | Hourly Rate/Monthly Rate | Pay Group |

_____

| HR/Payroll Analyst **OR** Authorized Dept. Rep (Print Name) | Phone Number |

Reason:

- [ ] Late Pay (HPay)
- [ ] Adj/Late Pay (Adjust payment due)
- [ ] Award
- [ ] Bonus

- [ ] Short Term Disability / International
- [ ] PT Scholar
- [ ] Deduction Refund

- [ ] Termination / Final Payment
- [ ] Other: _____

Description: _____

(Please provide payment type, i.e. displacement) (Use appropriate PG employee ID number for cash pay)

Payment Election   Direct Deposit*   Paper Check

(*NOTE: Direct Deposit may take up to **3 banking days** to reach accounts.)

Comments: _____
_____

Total Gross Amount Due: _____

For Work Study ODCR Only, enter Work Study Award Amount Remaining: _____

Payment Computations				
Earning (Base, Core, Allowance, Stipend, etc)	Program, Project, Grant, or Gift (PPGG)** / Cost Center ID *(For Work Study, leave BLANK)* [Example: PG100640/ CA101673]	Rate (Monthly /Hourly)	Number of Hours	Total Due

**1 per line

Authorization:

_____

| HR/Payroll Analyst Signature | Date | Authorized Department Rep. Signature | Date |

DO NOT WRITE BELOW THIS LINE

_____   Check Number: _____

| Payroll Services | Date | Date Check Issued: _____

Payroll Partner: _____

Revised 06/29/2021