College of Family and Consumer Sciences
UNIVERSITY OF GEORGIA

FACS Off-Cycle Payment Request Form

Business Manager must:

- Make sure job data has been updated in OneUSG Connect.
- Make sure the request meet at least one of the criterias listed here.
- For Biweekly employees, all time & absences have been submitted and approved. If beyond 28 days, contact payroll@uga.edu to have Time & Labor enter hours before submitting request to the BFO.
- Submit form to the BFO before the HR/Payroll deadline on the Off-Cycle Calendar.

EMPLOYEE INFORMATION	
NAME	
EMPL ID	
RECORD #	
SUPERVISOR NAME	
HR DEPARTMENT	
PAYGROUP	

PAYMENT DETAILS	
PAY PERIOD BEGIN	
PAY PERIOD END	
COMBO CODE	
MONTHLY EMPLOYEES ONLY	
AMOUNT TO BE PAID	
BIWEEKLY EMPLOYEES ONLY	
TOTAL HRS TO BE PAID	
Does an absence need to be paid?*	
*DATE(S) OF ABSENCE	

REASON FOR OFF-CYCLE REQUEST

Supervisor's Signature _____ Date _____