



OFF-CYCLE PAYROLL REQUEST FORM

Please complete the following form and submit to our service team via email: HCMService@plansource.com

The off-cycle payroll is subject to a \$79.00 processing fee as well as the same terms and conditions for Payroll Processing as outlined in the Administrative Services Agreement and the Service Delivery Guidelines document.

The submission of this payroll directly impacts direct deposit transmission, tax deposit/filing, shipment and invoicing. **Payrolls that are not completed as outlined may be subject to additional out-of-scope fees as well as tax penalties and fees.** Any additional fees incurred due to a late payroll closure are the sole responsibility of the client.

ATTENTION! Hints for a successful payroll

Review Scheduled Deductions: ** Most garnishments and 401k should remain scheduled
** Be sure to unschedule deductions that may cause arrears

Review Scheduled Earnings: ** Ensure no earning codes are scheduled to pay employees automatically

Close Payroll On Time: ** Failure to close your payroll prior to the pay date causes additional fees
** Late payrolls may cause late tax filings resulting in penalties

Client Name:

Your Name:

Period Start/End:

Requested Pay Date:
*Must be 2 business days from date submitted**

Pay Group:

Payroll Model:

Data Entry Type:

Special Shipping Instructions (if any):

Signature: _____

By signing I acknowledge I have read and accepted the terms outlined above.