

Request Date**Company****Pay Period End Date****Pay Group****Employee Name****GEMS ID****Emp Record Number****Department Number****Department Contact****Telephone/Email****Reason for Request****Single Pay Period Covered****OR****Check Here For Multiple Pay Periods******For multiple pay periods, please break out the hours applicable to each week.****Total Hours to be Paid****Regular****Overtime****FTE***Number of Hours**Number of Hours***Gross Amount of Check****Combo Code Override****Rate of Pay****Hourly****Salary****REQUIRED****Other****Prepared by****Date****Signature****Approved by****Date****Signature*******Checks are mailed to the employee's home address as it appears in GEMS.*****