UNIVERSITY OF CALIFORNIA — UCPath

EXPEDITED PAY REQUEST – GROSS

The purpose of this form is to standardize and facilitate requests by business units for same day-issued pay cards. Click to access form instructions.

SECTION 1. KEY INFORMATION – EMPLOYEE   *Indicates required fields

UCPath Employee ID #* (8 Digits)   **Last Name***   **First Name***   **M.I.**

Business Unit*   **Proxy ID #*** (19 Digits)

SECTION 2. EMPLOYEE PAY INFORMATION (Click box next to current row to add row beneath - up to ten rows total)

Pay Group*   **EMPL Record***   **Job Code***

Earnings Begin Date*	Earnings End Date*	Earn Code*	Hours*	Earnings/Rate*	Add Row

Reason for Request* (Please describe pay discrepancy, in detail)

SECTION 3. FORM COMPLETION AND APPROVAL

Preparer's Name*   **Phone*** (numbers only; no spaces)   **Date***

Approver's Signature*   **Date***