

**Santa Fe College  
Payroll Services  
On-Demand Request**

Date of Request: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

SF Identification Number: \_\_\_\_\_

On-Demand checks cannot be directly deposited. All On-Demand checks are mailed to address listed on system with Human Resources. Pick up at payroll option may only be chosen if on demand check is due to circumstances not within the employee's control.

Choose one :    Mail                       Pickup at payroll, if eligible

Please answer the following questions:

1. Why was this employee not paid in a timely fashion?

2. What steps do you intend to take to avoid this type of delay in the future?

***This Employee has expressed that it would be a financial hardship for them to wait until the following pay period to be paid.***

Department Payroll Authorizer Signature Authority : \_\_\_\_\_  
Name

Department Payroll Authority : \_\_\_\_\_  
Signature

PLEASE RETURN THIS FORM TO:

Payroll Office  
F-40

***PAYROLL USE ONLY***

Check No. \_\_\_\_\_

Check Date \_\_\_\_\_

Check Amt. \_\_\_\_\_