



S.C. Office of Comptroller General

Revised Dec 2011

Off-Cycle Bonus Payroll Request Form

Agency # and Name _____

For Pay Date _____

Bonus Off-Cycle Payroll

| | | | |
|--------------|------------|-----------------|---------------------|
| PRNR # _____ | Name _____ | Gross Amt _____ | Justification _____ |
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| PRNR # _____ | Name _____ | Gross Amt _____ | Justification _____ |

Total \$ _____ - _____

Authorized Agency Signature _____ Date _____

Print Name and Title _____ Phone # _____

Finance Director Signature _____ Date _____

Print Name and Title _____ Phone # _____

- Request for off-cycle checks must be received no later than 10:00 am on the scheduled date of the off-cycle payroll found on the payroll calendar. Any requests received after 10:00 am will not be processed until the next payroll.
- Off-Cycle Check Request Forms must be signed by authorized agency personnel.
- Off-Cycle Bonus must have attached the approved OHR Bonus Form backing up the justification.
- Additional documentation may be requested as needed.

Email to: Tmorris@cg.sc.gov, Srutherford@cg.sc.gov, Fparlaman@cg.sc.gov, Smurto@cg.sc.gov

(OR) Fax form to 803-734-1765