



S.C. Office of Comptroller General

Revised Nov. 2017

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 # _____

• If Bonus request is over 20 employees it must be submitted 2 business days prior to scheduled off-cycle run date. Any requests of 20 or less are due by close of business prior to the day of scheduled run.

- *Off-Cycle Check Request Forms must be signed by authorized agency personnel.*
- *Off-Cycle Bonus must have attached the approved DSHR Bonus Form backing up the justification.*
- *Additional documentation may be requested as needed and bonus runs delayed as required.*

Email to: cgpayroll@cg.sc.gov (OR) Fax form to 803-734-1765