On Demand
Payment Request

COLLIN COLLEGE | Administrative Services

EMPLOYEE INFORMATION   DATE

Full Name					
Faculty	Staff	FT	PT	CWID	
Title				Campus	Cost Center

REQUEST INFORMATION

Reason for Request	Requested Amount $

APPROVAL INFORMATION

1 Associate Dean or Direct Supervisor Name	2 Provost or Manager Name

X _____ Date _____
   Signature 1

X _____ Date _____
   Signature 2

PERSON INITIATING THIS FORM

Name	Title
Email	Phone

Send completed form & supporting documents to Payroll in Administrative Services at CHEC. Questions email payrolltimesheets@collin.edu

ADMINISTRATIVE SERVICES ONLY

Payment $	Date Processed

X _____ Date _____
   Payroll Director

X _____ Date _____
   Chief Financial Officer

2023-9

On-Demand Payment Request Procedures

INFORMATION

Reasons for an On-Demand Payment Request:

On-Demand Pay Request checks are issued when an employee has not been paid at all.

FORM SUBMISSION

Form should be completed, signed and submitted to Payroll in Administrative Services at CHEC.

Or emailed to: payrolltimesheets@collin.edu

Supporting documents should be included with the completed form.

PAYMENT

Once request form is processed by Payroll, payment will be in the form of Direct Deposit.

Requests are normally processed the first Wednesday of each month. If the request form is received on or after that Wednesday, it will be processed in the regular payroll run for the current month.