UNIVERSITY OF OKLAHOMA
HEALTH SCIENCES CENTER

PAYROLL SERVICES
(405) 271-2055

NOTICE TO TURN OFF THE "OK TO PAY"

Fax (405) 271-2057

This notice is to inform Payroll Services that the following employee's "OK to Pay" should be turned off:

Employee Name: _____

Employee ID: _____

Department Name: _____

Dept ID: _____

Department Contact: _____ Phone: _____

Reason: ☐ Terminated (Paperwork Required)

☐ Leave Without Pay (Paperwork Required)

☐ Other _____

Handwritten ETR **is** being turned in ☐

Handwritten ETR **not** being turned in ☐

_____ _____
Authorized Signature (Payroll Coordinator / Supervisor) Date

DEPARTMENTAL PAYROLL COORDINATORS:
This form is to be used to turn off the EOM payline(s) for the above named employee. It is to be submitted (by hand or fax) to Payroll Services by the EOM changes deadline which is 5 PM on Day 2 of lost time data entry (a/k/a "on line ETRs"). Be advised that turning off payline(s) for a benefits eligible employee may impact the employee's benefits and insurance coverage. A personnel action (paperwork) may be required to change the employee's job status to ensure continuity of benefits / coverage. Consult with HR-Benefits for specifics.

To cancel a paycheck, use the **NOTICE TO CANCEL PAYCHECK** form.