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 payline(s) for the above named employee. It is to be submitted to Payroll Services by 5pm of day 3 of payroll processing week. Be advised that turning off payline(s) for a benefits eligible employee may impact the employee's benefits and insurance coverage. A job ePaF 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.