



OFFICE OF FINANCIAL SERVICES
UNIVERSITY OF ARKANSAS AT LITTLE ROCK

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Dear Colleagues,

The time has finally come! You can now submit your On-Demand Payment Request electronically through Workday!

Please be reminded that on-demand (manual) payment requests are intended only for employees who did **not** receive a paycheck on the original payroll.

While it is the highest priority of Financial Services–Payroll and Human Resources to ensure that all employees are paid on designated paydays, there may be instances where delays occur due to missed departmental deadlines, missing employee documentation, or errors during business process approvals.

When an employee has not received a paycheck, the following steps should be followed:

1. Log into Workday.
2. Type in the search bar: **Create Request**
3. In the **Request Type** box, select **UALR| On Demand Payment Request**
4. Click OK
5. Please read all of the instructions at the top of the page before beginning.
6. Fill in the required fields:
 - a. Employee Workday ID
 - b. Employee's job title and position ID
 - c. Select the reason for the request
 - d. Enter the amount of the request (If Applicable)
 - e. Provide the initiator's name, phone number, and email address
 - f. Confirm by choosing **Agree** or **Disagree** that you adhere to the On-demand payment procedures.
 - g. Confirm that all Workday business processes are successfully completed
 - h. Click **Submit**
7. The request will route to the position budget specialist for approval.
8. The request will then route to the Dean/AVC or VC for approval.
9. Then it will be reviewed and processed by Payroll if applicable.

It is the responsibility of the initiator to follow the request all the way through the approval process to ensure it is successfully approved prior to the on-demand payment deadline specified on the payroll calendar. This can be tracked in your Workday inbox archives.

If you have any questions, please contact the payroll office at payroll@ualr.edu.