

Rush Check Request Deadlines

A request for a rush check (a check outside of a normal processing cycle) may be requested/granted under certain circumstances.

General Requests

- An email request for the rush check should be sent to APPO (appo@ucmerced.edu) and include the employee's name, ID, period of pay the request covers and the reason for the request. *Please ensure that all timesheets for the period of request are complete and approved in TRS/PTR.*
- Requests received **before 11 a.m.** will be processed the same day (provided all information is complete and available) and will be paid in accordance with the employee's elected pay method in EDB (paper check or direct deposit) within three (3) business days.
- Requests received **after 11 a.m.** may not be processed until the next day and could result in an additional delay of payment to the employee.
- Physical checks are delivered to the Cashier's office and the department notified. **ONLY** the check custodian designated for the department can pick up the check. **DO NOT** send employees to pick up their own checks as they will be turned away if they are not on the custodial list.

Note: UCLA only processes non-separation requests on Monday, Wednesday and Friday.

Please contact Academic Personnel Payroll Office via email at appo@ucmerced.edu or call our office at 209-228-4156 if you have any questions.