Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

ON DEMAND PAY
FAX COVERSHEET

FROM:

Department	Payroll Clerk Name	Telephone

No. of Pages	Fax Number

TO:

	Fax Number
Auditor-Controller/Treasurer/Tax Collector, Central Payroll Section	(909) 890-4217

Attached are On Demand Pay Requests for processing. Employees included in this fax are as follows:

Employee ID	Rcd No.	Last Name, First Name	Check if ODP submittal is: New	Corrected
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