The procedures for processing **Honors Day Award payments** are as follows:

**All awards must be charged to account 149200**

**For individuals who receive University paychecks:**

- Award payments for individuals who receive University paychecks, either semi-monthly or bi-weekly, are to be requested through the HR and Payroll Systems office using the [Request for Off Cycle Pay Check](#) form.
- The request must clearly indicate that it is an **Honors Day Award**.
- Please remember that all awards to individuals who receive University paychecks are subject to tax withholding.
- Please clearly indicate on the Request for Off Cycle Pay Check form whether or not you are "grossing up" the award.
- Questions about the Request for Off Cycle Pay Check form or about how to "gross up" award requests to cover taxes should be directed to the HR and Payroll Systems office at 831-8677 or pr-staff@udel.edu.