

MANUAL CHECK REQUEST FORM

(EPA, Faculty, Staff, Undergraduate Instructional Assistant/Aide, Graduate Assistant, Student Temporary, Work Study, Non-Student Temporary)

Employee Name: _____

Employee Banner ID: _____

FUND/ORG/ACCT/PROG: _____ Position Number: _____

Time sheet and/or pay employment authorization must accompany this request.

Please explain why this manual check is needed, what this employee is to be paid and why this payment was not included on the regular payroll (what step was omitted and by whom):

Requestor's Name: _____ Date: _____

If you are an employee subject to Teachers' and State Employees Retirement System (TSERS) and this manual check is for your REGULAR months pay, you need to contact Angie Miller in Human Resource Services at 262-6769 to complete an Omitted Service Form in order to receive credit. This applies only to TSERS Retirement and ONLY for REGULAR monthly pay.

Employee Signature: _____ Date: _____

Approval for a manual check: I have read the above explanation as to why this payment was not included on the regular payroll and the manual check is warranted.

Vice Chancellor Signature: _____ Date: _____
(Required for Academic Affairs, Student Dev., Business Affairs, and University Advancement Depts.)

Chancellor Signature: _____ Date: _____
(Required for Athletics, HRS, University Attorney, Compliance Office, and Internal Audits Depts.)

Mail Check to Department: ☐ _____ Call Dept: ☐ _____
Department Name Phone Number

Mail Check to Employee: ☐ _____ Call Employee: ☐ _____
Employee's Address Phone Number

Manual checks will be available as soon as possible without jeopardizing the timely and accurate pay of other regularly scheduled payrolls. Manual checks cannot be directly deposited. The following is required before a manual check can be issued.

- Employees must have proper paperwork on file with the department and the hiring HR Office.
- Appropriate HR Banner coding must be completed.
- A completed Manual Check Request submitted with required signatures.

Payroll Use Only

Check No: _____
Check Amount: _____