

MANUAL CHECK REQUEST FORM
(Faculty, Staff, Work Study, Non-Student Temporary)

Employee Name: _____ Employee Banner ID: _____

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**).

Employee Statement:

Employee Signature: _____ Date: _____

Supervisor Statement:

Supervisor Signature: _____ Date: _____

Payroll Statement:

Payroll Signature: _____ Date: _____

PLEASE OBTAIN THE SIGNATURES BELOW BEFORE TURNING IN TO THE PAYROLL OFFICE.

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 President Signature:

_____ Date: _____

Controller/Finance Director Signature:

_____ Date: _____

Manual checks will be available with the next available payroll cycle. Manual checks cannot be directly deposited. The following is required before a manual check can be issued:

- a.) Employees must have proper paperwork on file.
- b.) Completed paper timesheet.
- c.) Completed Manual Check Request submitted with required signatures.

Payroll Use Only

Payroll No: _____

Check No: _____

Check Amount: _____