

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:

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

Payroll Use Only

Check NNo:

\_\_\_\_\_

Check Amount:

\_\_\_\_\_

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.