

MANUAL CHECK REQUEST PROCEDURE

I. Purpose and Scope:

The purpose of this procedure is to provide guidance to University departments on how to obtain paychecks for employees that are not part of the normal payroll cycle. These manual checks, also known as "Quickpays", can be requested for the following reasons:

- A. The employee did not receive any base pay due with the regular payroll run.
- B. The employee was paid less than 95% of his/her base pay due with the regular payroll run.
- C. The employee requires a new check because the initial disbursement represented an overpayment of the correct amount due.

The following requests for pay will be included in the employee's next regular pay process:

- A. Any missed amounts over and above an employee's base pay. This includes, but is not limited to: overtime, shift differential, paid compensatory time, retroactive pay and other supplemental payments.
- B. Any amount that is 5% or less than the employee's base pay.

II. Responsibility for implementing procedure:

Department Payroll Administrators are responsible for submitting Manual Check Service Request Forms, properly approved, for all Quickpays.

III. Procedure:

- A. Departmental Payroll Administrators must prepare a Manual Check Service Request Form for all manual checks.
- B. All applicable documentation must be attached to the Manual Check Service Request Form. This could include Time Sheets, Appointment Forms, Employee Records, GSPP Forms, and other documents as required.
- C. The form and documentation must be approved according to the signature hierarchy established for the department for payroll disbursements.

Manual Check Request Policy

Albert A Gayle



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