

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

James B. Jordan



Manual Check Request Policy:

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control Policies and Procedures Manual for Accounting and Financial Control Douglas W. Kurz, 2003-05 **Model Policies and Procedures for Not-for-Profit Organizations** Edward J. McMillan, 2004-03-29 The completely revised and expanded third edition of Model Accounting and Financial Policies Procedures Handbook will help nonprofit executives strengthen their organization's financial procedures while assuring board members that they are meeting fiduciary responsibilities This process is streamlined by the more than 150 sample policies and forms included both in this book and on the accompanying web site offering downloadable and customizable versions of those forms Major topics include internal financial statement forms a chart of accounts and accounting and financial policies and procedures manual a glossary and a full index **Accounting and Finance Policies and Procedures** Rose Hightower, 2008-07-21 Policies and procedures are the foundation of internal controls for organizations Taking a complicated subject and breaking it into manageable components this book enables you to hit the ground running and significantly accelerate your completion of a solid policies and procedures program Comprehensive and practical this useful book provides you with sample documents you can personalize and customize to meet your company's needs **Comptroller's Manual for Corporate Activities: Policies and procedures**, 1992 **The Controller's Toolkit** Christine H. Doxey, 2021-02-03 Get practical tools and guidance for financial controllership you can put to immediate use The Controller's Toolkit delivers a one of a kind collection of templates checklists review sheets internal controls policies and procedures that will form a solid foundation for any new or established financial controller You'll get the tools and information you need to master areas like business ethics corporate governance regulatory compliance risk management security IT processes and financial operations All of the tools contained in this indispensable book were recommended by corporate and business unit controllers from small to medium sized companies and large multinational firms You will benefit from master level guidance in areas like Ethics Codes of Conduct and the Tone at the Top to support ethical behavior The operational and financial aspects of corporate governance The importance of the Committee of Sponsoring Organizations of the Treadway Commission Framework The requirement for entity level controls The importance of linking the business plan with the budget process The Controller's Toolkit also belongs on the bookshelves of finance and accounting students executives and managers who wish to know more about the often complex world of financial controls **Policies and Procedures to Prevent Fraud and Embezzlement** Edward J. McMillan, 2006-04-20 IS YOUR BUSINESS VULNERABLE TO FRAUD It's not a secret that corporate fraud and scandal are real threats to business today from which no

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Manual of Information, Policies, and Procedures: Health Professions and Nursing Student Loan and Scholarship Programs National Institutes of Health (U.S.). Bureau of Health Manpower Education,1970 **Church Administration and Finance Manual** Otto F. Crumroy Jr.,Otto Crumroy,Stan Kukawka, Frank M. Witman,1998-10 A field tested pragmatic and resourceful guide to the daunting and logistically complex management of local church Pastors generally feel equipped to deal with biblical studies theological questions preaching responsibilities and pastoral care But when it comes to budgets insurance fire safety and church management many find themselves at a loss Often lay leaders within the congregation flounder with these tasks as well Here finally is the ultimate reference guide for the practical management of the parish Originally created as a sourcebook for the authors week long course on church management and administration at the Claremont School of Theology the manual in draft version has been field tested by hundreds of pastors and lay leaders Not simply a theoretical resource the Manual provides suggestions for almost every aspect of parish administration position descriptions various financial forms materials for stewardship and Christian education building use and safety issues employee record keeping and much more Whether pastors are just out of seminary or well seasoned in parish life the Manual is full of excellent guidelines tools and forms for improving the management of the parish

Financial Management for Episcopal Parishes James B. Jordan,2017-07-01 Designed to help parishes of all sizes establish good financial management processes and policies Experience shows that open and transparent churches engender a greater feeling of trust and willingness on the part of the donor The policies and processes in Financial Management for Episcopal Parishes which can be implemented by any size church allow clergy vestry and parishioners to establish and document procedures that enable a financially transparent organization The book defines the roles of the clergy staff vestry and congregation and outlines what needs to be done by them to design and implement a system of checks and balances for financial oversight and stewardship in order to protect donations and assets Throughout the book real life examples of

processes and procedures that did not work and why make for enjoyable reading of an otherwise business like subject Every reader will recognize some of them in their own church life

Internal Controls Policies and Procedures Rose Hightower, 2008-12-03 Drawing on her many years as a consultant to numerous companies big and small author Rose Hightower infuses Internal Controls Policies and Procedures with her wealth of experience and knowledge Instead of reinventing the wheel your company can use this useful how to manual to quickly and effectively put a successful program of internal controls in place Complete with flowcharts and checklists this essential desktop reference is a best practices model for establishing and enhancing your organization s control framework These manuals are favorites for organizations and companies that need a foundation and grounding to ensure an internal control posture of integrity credibility method process and process or a reminder of its importance URLs were included when first published to encourage the dissemination and distribution of relevant chapters to those interested and in charge of the specific departments Although times have changed the principles professed are sound and solid for today s accounting and business environment Implementing these cornerstones will produce a principled manageable approach These manuals can be used by accounting individuals finance departments sole proprietor businesses large corporations accounting auditing students and any others interested in specific topics or general disciplines The discipline for the oversight processes and procedures are important when introducing or implementing auditing practices whether in accounting or throughout the organization These manuals should be used together to provide the basics when setting up a department or specific process discipline for learning about the strengths weaknesses and opportunities within the specific focus areas

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