

MANUAL CHECK REQUEST FOR NON-EXEMPT EMPLOYEE

Request is due Friday 5 pm and will pay the following Friday.

Date Prepared:					Preparer's Name: _							
Dept. Name:					Contact Phone:							
Dept. Org #:					Chart of Account:	Т	S	Н	Ε			
Employee Tech					Employee Name: _							
Fund:	Orgn:	A	.cct:	Pro	ogram:	Positio	n:	Т	S	W	Н	Е
Fund:	Orgn:	A	.cct:	Pro	ogram:	Position #: Suffix:						
Payment Request Dates per Payroll (1 st -15 th or 16 th -EOM) From:To:												
If the requested payment covers more than one payroll, please submit a form for each payroll.												
Breakdown of Attendance (per work week): work week runs from Sunday – Saturday												
Earnings Code Shift Total Hrs Per Earnings			er Earnings (Code					ate	Week Ending Date		
Week ending dat	te will us	sually be Sat	urday's date	<u> </u>								
Total	Hours											
Please check	a gener:	al reason A	ND innut an	evnla	nation as to why th	nere is	a nee	d to is	SHE:	a manı	ıal che	ck
Pay increase	_	layed ePaf	-			ved add					ng shift	
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Employee's Signature:					ORG Manager's Signature:							
Completed & signed forms should be delivered to Payroll Services. Fax: 806-742-1589 Mail Stop: 1092												
To receive a confirmation email, send the request to webmaster.payroll@ttu.edu												

For	Payroll	Payroll #	Deductions	Paid On Same	Only Paid	Personnel/Effective	Position/Suffix
Payroll	ID		Set Up	Payroll	LNG/CPA	Date Verified	Verified
Use Only							
Longevity/ Hazardous	Eligible	Not Eligible	Paid	Not Paid	2 Yr. Service Credit Not Fulfilled	Wrong Payroll Cycle	Didn't Work On The 1 st Of The Month