

Manual Check Requests (Previously Emergency Payrolls)

Please note: The following information does not go into effect until December 1, 2008

Will there be emergency payrolls in Banner HR?

- Emergency payrolls are not available in Banner HR

What will take the place of emergency payrolls in Banner HR?

- Manual Checks
 - Any payment made to an employee outside of the normal pay period processing cycle
 - Includes but not limited to
 - Late non-exempt employee timesheet
 - A timesheet is late if it is not submitted via Web Time Entry by the 2nd work day after the end of the pay period
 - Late E-PAF and “Multi-Purpose One Time Payment” form
 - An E-PAF and “Multi-Purpose One Time Payment” form is late if it is not submitted to HR by the due dates listed on the “Department End Users Calendar”
 - HSC
 - Webraider/F&A Work Tools Tab/Human Resources/Month at a Glance
 - TTU and TTUSA
 - Raiderlink/A&F Work Tools Tab/Human Resources/Month at a Glance

How do I request a manual check?

- Non-Exempt Employees
 - Complete Non-Exempt Employee Manual Check Request Form
 - HSC
 - Webraider/F&A Work Tools Tab/Human Resources/Payroll Forms
 - TTU and TTUSA
 - Raiderlink/A&F Work Tools Tab/Human Resources/Payroll Forms
 - Submit to Payroll Services
- Exempt Employees
 - Complete Exempt Employee Manual Check Request Form
 - HSC
 - Webraider/F&A Work Tools Tab/Human Resources/Payroll Forms
 - TTU and TTUSA
 - Raiderlink/A&F Work Tools Tab/Human Resources/Payroll Forms
 - Submit to Payroll Services

When will manual checks be processed?

- All manual check request forms received by Friday of each week will be processed by Friday of the following week
 - An employee may not receive payment prior to the regular schedule pay date

Frequently Asked Questions

- HSC - <http://www.ttuhs.edu/hr/ConnecTech/default.aspx>

- TTU and TTUSA- <http://neon.tosm.ttu.edu/kb/default.php>