Manual Check Request

A manual check request form is used to pay an employee who has either missed a payroll due to not submitting their timesheet in a timely manner or whose ePaf was not applied in time. Another reason a manual check request form should be submitted is to pay the difference in a pay increase or if the employee used the wrong shift code. Manual check request forms need to be submitted by 5 pm on Friday and will pay the following Friday.

How To Complete A Manual Check Request Form

1) Determine which form to complete, exempt or non-exempt. The forms can be found on the payroll website under Forms and Procedures - http://www.depts.ttu.edu/payroll/forms/index.php

2) Fill in the blanks at the top of the form.

3) For Semi-Monthly employees, the breakdown of attendance section will need to be completed.

Breakdown of Attendance (per work week): Work week runs from Sunday – Saturday

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Shift</th>
<th>Total Hrs per Earnings Code</th>
<th>Week Ending Date</th>
<th>Week Ending Date</th>
<th>Week Ending Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>04 / 18 / 2015</td>
<td>04 / 25 / 2015</td>
<td>04 / 30 / 2015</td>
</tr>
<tr>
<td>RGH</td>
<td>1</td>
<td>48</td>
<td>16</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>VAC</td>
<td>1</td>
<td>32</td>
<td>8</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>SCK</td>
<td>1</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 88

This is the type of hours that need to be paid. For example: Regular Hours RGH, Sick SCK, Vacation VAC, etc.

Under the Week Ending row, list Saturday’s date until you reach either the 15th or the end of the month date. Below each of these dates should be the total amount of hours reported for that week only.

This is always 1, unless the employee needs to be paid under a correctional health care shift.

This is the total # of hours for each earnings code. Don’t forget to add the total and input in the total hours box.
4) For Monthly employees, the earnings section will need to be completed.

   This is the type of earnings that need to be paid, ex. RGS, CPA, ADC, etc.
   For a full paycheck for an entire month you may put the Units, but it is ok to leave this blank.

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Shift</th>
<th>Units</th>
</tr>
</thead>
</table>

   Payroll use only, do not input anything here

<table>
<thead>
<tr>
<th>Payroll Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earning Code</td>
</tr>
<tr>
<td>------------------</td>
</tr>
</tbody>
</table>

   This can be 1, P6, L1, etc.

5) Lastly the Justification and Signature sections will need to be completed.

   Either check a general reason and type an explanation as to why the manual check request form is being submitted. Be as precise and specific as possible. This will prevent a possible overpayment.

   Please check a general reason or input an explanation as to why there is a need to issue a manual check:
   - Pay increase
   - Delayed ePaf
   - Failed to submit timesheet
   - Owed additional compensation
   - Wrong shift code

   Employee’s Signature:   ORG Manager’s Signature:

   Please have the employee confirm the information on the form and sign. Auditors look at this type of information. If the employee is out sick, please put unavailable and keep copies for your department files as well as a copy for the employee.

   Must be signed by the ORG manager to verify payment and that the employee did work during the specified dates.

After the manual check request form is complete, you may scan and email to webmaster.payroll@ttu.edu, send through campus mail at MS 1092, or fax to 806-743-3065. If you would like to receive a confirmation, please email form. You will receive a response the same day along with a date and location for the employee to pick up their check. If there is a pending ePaf, please wait to submit the manual check request form until after the ePaf has been applied by HR.

Please note that all manual check requests are paper checks. Employees receiving a manual check payment will need to show a picture ID to pick up the check at either the Payroll Office or HR office. Pick up locations for Lubbock: TTU employees go to Payroll Services in Doak Hall, room 135. HSC employees go to the Payroll Services room 1B134 in the HSC building. The Human Resource office is authorized to distribute paychecks at HSC regional campuses. Employees may have their checks mailed out of Lubbock by providing Payroll Services with a self-addressed stamped envelope for each check to be mailed. On payday, checks will be released only to the named payee unless written authorization is given by the payee instructing otherwise. The designated person will be required to provide written authorization from the payee, along with their own identification.