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.

Payment Request Dates per Payroll (15th-15th or 16th-Com) From: / / To: / /
If the requested payment covers more than one payroll, please submit a form for each payroll.

Payment Request Dates per Month: From: / / To: / /
If the requested payment covers more than one month, please submit a form for each month.

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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.

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

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 direct deposit. If an employee doesn't have direct deposit, then the request will be paid as a paper check(s). Employees receiving a paper 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.