

Process Name:	Manual Check Request for Exempt Rev 9/30/2008
Contact :	Payroll Services
Process Purpose:	To process a onetime manual check request for a missed pay period
Special Terms:	FOAP – Chart of Account elements - Fund, Organization, Account, Program

Information you will need	Banner/Tech ID#, Name, Position Number, Suffix ,Earn Code, Pay Period, Hours worked, COA, Fund, Organization, Account, Program

Instructions for completing Manual Check Request for Exempt

Data is required for all fields on this form in order to process this request. Payroll MUST receive this form by Friday at 5:00 p.m. for processing in the following week. Employee's will receive their pay according to their normal payroll distribution set up and will be available on the following Friday of the next week.

- **Preparer Name** – The individual preparing the request for payment.
- **Dept ORG** – The employee's departmental ORG number.
- **Dept Name** – The name of the department.
- **Banner /Tech ID** – The employee's "R" number
- **Employee Name** - The employee's name receiving payment
- **COA: FUND: ORGN:Acct: Program** - COA(chart of account: H,S or T) The FOAP to be used for charging the gross amount pay due to the employee.
- **Pay Period for payment request** – Indicate the pay period that the employee should've received payment for.
- **Position and Suffix** – The employee's assigned position and suffix.
- **Earnings** – Provide the earn code for this payment.
- **Shift** – Enter a 1 for shift.
- **Units** – Enter a 1 for units.

- **Justification for manual check** – Provide justification for the reason this check must be processed outside of the normal pay period and why the normal pay period was missed.
- **Employee Signature** – Employee signature is required to process this manual check request.
- **ORN Manager Signature** – ORG manager signature is required to process this manual check request.
- **Dean/VP Signature** – Dean/VP signature is required to process this manual check request.
- **Eligible Earn Codes** – Enter the regular salary earn code = RGS

Example of a completed form is provided on the next page.

Manual Check Request for Exempt

Date Prepared: 09/19/2008

Preparer Name: Peggy Preparer Dept ORG: C15001 Dept Name: Payroll Services

Banner/Tech ID: R 9 9 9 9 9 9 9 Employee Name: INEED A. CHECKNOW

COA: T FUND: 11P0011 ORGN: C15001 Acct: 6A0000 Program: 600

Pay Period for payment request: 9/1/2008 to 9/30/2008

Position: T9964 Suffix: 00

Earnings

<u>Earnings Code</u>	<u>Shift</u>	<u>Units</u>
<u>RGS</u>	<u>1</u>	<u>1</u>

Justification for manual check:

Employee Signature

ORG Manager Signature

Dean/VP Signature

For Payroll Use: Payroll ID: ____ Payroll Nbr: ____
