

Procedure for Manual Check Processing

When ePAFs are not received in time for the employee to receive a paycheck for the first period worked, manual checks may be requested as follows:

- Separate manual check forms must be processed for each missed pay period.
- A manual check form should not be submitted early, before the ePAF is applied and the employee has an “active job.”
- For the “ePAF Query” pay period (the pay period selected using the worksheets below): If you are uncertain whether the ePAF was applied in time for the employee to receive a check, check the Payroll Register Report (HR005) to verify that the employee was paid before submitting a manual check request.
- For previous pay periods (from the Personnel Date to the “ePAF Query” pay period), you may submit the manual check request as soon as the ePAF has been approved at all levels and been applied at Approval Level 99-HR Apply and Upload.

Manual Check Forms are located on Raiderlink / A & F Work Tools / Human Resources / Payroll Forms.