

# Manual Check Request Instructions for Exempt Employees

**Request is due Friday 5 pm and will pay the following Friday.**

Date Prepared: \_\_\_\_\_ Preparer's Name: \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Dept. Org #: \_\_\_\_\_ Chart of Account:  T  S  H  E

Employee Tech ID: R \_\_\_\_\_ Employee Name: \_\_\_\_\_

Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_ Acct: \_\_\_\_\_ Program: \_\_\_\_\_ Position:  T  S  W  H  E

Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_ Acct: \_\_\_\_\_ Program: \_\_\_\_\_ Position #: \_\_\_\_\_ Suffix: \_\_\_\_\_

Payment Request Dates per Month From: \_\_\_\_\_ To: \_\_\_\_\_

*If the requested payment covers more than one month, please submit a form for each month.*

**Date Prepared:** The date the form is prepared.

**Preparer's Name:** The name of the person completing the form. **Note:** the preparer and the employee cannot be the same person.

**Dept. Name:** Name of the department the employee is assigned to.

**Contact Phone:** Phone number of the person completing the form

**Dept. Org #:** Org number from the timesheet

**Chart of Account:** T = TTU, S = System, H = HSC, E = El Paso

**Employee Tech ID:** Employee's R Number

**Employee Name:** Name of the employee receiving the manual check.

**FOAP:** The FOAP that is attached to the job labor distribution assigned to the position. Note: if additional lines are needed, please list additional FOAPs in the justification section.

**Position:** Check the necessary COA box

**Position# and Suffix:** Enter the employee's position number and suffix.

**Payment Request Dates per Month:** enter in the necessary dates (possible 1<sup>st</sup> to the final day of the month)

**Note:** If the requested payment covers more than one month, you must submit a form for each month.

Earnings Code	Shift	Units
ADC	1	1

**Earning Code:** The type of hours that need to be paid. For example, RGS, CPA, ADC, etc.

**Shift:** This could be 1, P6, L1, etc.

**Units:** For a full paycheck for an entire month, you may put the Units. However, it is ok to leave this blank.

**Please check a general reason AND 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 salary   
 Wrong shift code

Employee's Signature: \_\_\_\_\_      ORG Manager's Signature: \_\_\_\_\_

Completed & signed forms should be delivered to Payroll Services. Fax: 806-742-1589    Mail Stop: 1092  
To receive a confirmation email, send the request to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu)

**Reason and Explanation:** When citing an explanation, be as specific as possible.

**Employee's Signature:** Have the employee confirm the information on the form and sign it. If the employee is out sick, please put "unavailable" and keep copies for your department files as well as for the employee.

**ORG Manager's Signature:** This form must be signed by the ORG manager which verifies payment and that the employee did work during those specified dates.

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After the manual check request form is complete, you may...

- scan and email to [webmaster.payroll@ttu.edu](mailto: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 the form. You will receive a response the same day along with a date and location for the employee to pick up their check.

**Note:** If there is a pending ePAf, please wait to submit the manual check request form until after the ePaf has been applied by HR.

**All manual check requests are direct deposit.** If an employee does not 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.

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.

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.