

Manual Check Request Instructions for non-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: <input type="checkbox"/> T <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/> E
Employee Tech ID: R _____	Employee Name: _____
Fund: _____ Orgn: _____ Acct: _____ Program: _____	Position: <input type="checkbox"/> T <input type="checkbox"/> S <input type="checkbox"/> W <input type="checkbox"/> H <input type="checkbox"/> E
Fund: _____ Orgn: _____ Acct: _____ Program: _____	Position #: _____ Suffix: _____
Payment Request Dates per Payroll (1 st -15 th or 16 th -EOM) From: _____ To: _____	

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

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 Payroll: Enter in either the 1st-15th or 16th - end of month.

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

Breakdown of Attendance (per work week): work week runs from Sunday – Saturday					
Earnings Code	Shift	Total Hrs Per Earnings Code	Week Ending Date	Week Ending Date	Week Ending Date
Week ending date will usually be Saturday's date →			04/04/15	04/11/15	04/15/15
RGH	1	48	16	32	
VAC	1	32		8	24
SCK	1	8			8
Total Hours		88			

Earning Code: The type of hours that need to be paid. For example, Regular Hours = RGH, Vacation = VAC, Sick Leave = SCK, etc.

Shift: The Shift is always 1 unless the employee needs to be paid under a correctional health care shift.

Total Hrs Per Earning Code: this is the total number of hours for each earning code. **Note:** Add all the hours together and input in the **Total Hours** box.

Week Ending Date: break down how many hours are needing to be paid for a work week (Sunday – Saturday). **Note:** with Non-Exempt employees, the final ending date will either be the 15th or the end of month.

Please check a general reason AND input an explanation as to why there is a need to issue a manual check.					
<input type="checkbox"/> Pay increase	<input type="checkbox"/> Delayed ePaf	<input type="checkbox"/> Failed to submit timesheet	<input type="checkbox"/> Owed additional salary	<input type="checkbox"/> 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					

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
- 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.