



TEXAS TECH UNIVERSITY

## College of Human Sciences™

Office of the Dean

**SUBJECT:** COHS Manual Check Request Operating Policy

**DATE:** December 2, 2013

**PURPOSE:** To provide a detailed explanation of the policy in place concerning the processing of Manual Check Requests (MCR) in the College of Human Sciences.

**REVIEW:** The policy will be reviewed when changes are made to the process or related OPs.

### **PROCEDURE:**

Place a statement in the comment section of each MCR processed indicating the reason for the MCR and whether or not it was preventable. Example of statements that might be included in the comment section of the MCR:

*- ePAF was not processed in a timely manner*

*- MCR required - Preventable*

*- Supplement entered correctly and verified by reviewing HRI21 in system but did not pay correctly*

*- MCR required - NON-Preventable*

Keep a separate file of all MCR requests (by FY) in case of audit or other questions.

### **\*VERY IMPORTANT REMINDER:**

**Employees must be paid for the hours worked, WHEN they work them. Please keep in mind that the timesheet is an official attendance document. Entering missed hours into a future pay period is technically falsifying an official time attendance document. HR has indicated that this practice has caused audit findings and in extreme cases, lawsuits.**