

Manual Check Request

A manual check request form is used to pay an employee who has either missed a payroll due to not submitting their timesheet in a timely manner or whose ePaf was not applied in time. Another reason a manual check request form should be submitted is to pay the difference in a pay increase or if the employee used the wrong shift code. Manual check request forms need to be submitted by 5 pm on Friday and will pay the following Friday.

How To Complete A Manual Check Request Form

- 1) Determine which form to complete, exempt or non-exempt. The forms can be found on the payroll website under Forms and Procedures - <http://www.depts.ttu.edu/payroll/forms/index.php>
- 2) Fill in the blanks at the top of the form.

The diagram shows a manual check request form with several callout boxes explaining the fields:

- Name of the department, the employee is assigned to.** Points to the Dept. Name field.
- Org # from the time sheet org.** Points to the Dept. Org # field.
- Employee's R#** Points to the Employee Tech ID field.
- The date the form is prepared.** Points to the Date Prepared field.
- The name of the person completing the form. Please note that the preparer and the employee CAN NOT be the same person.** Points to the Preparer's Name field.
- Phone number of the person completing the form.** Points to the Contact Phone field.
- Chart of Account: T-TTU, S-System, H-HSC, E-EI Paso** Points to the COA field.
- Name of the employee receiving the manual check.** Points to the Employee Name field.
- The FOAP that is attached to the job labor distribution assigned to the position. If additional lines are needed, please list additional FOAPs in the justification section.** Points to the Fund, Orgn, Acct, and Program fields.
- The position and suffix the employee needs to be paid on. Please check the COA box and enter in the position # and suffix.** Points to the Position and Position # fields.
- The payroll period the employee needs to be paid on. Semi-Monthly will need to have dates from either the 1st-15th or 16th-end of the month.** Points to the Payment Request Dates per Payroll field.
- The payroll period the employee needs to be paid on. Monthly will need to have only the dates the employee needs to be paid for - broken down per month.** Points to the Payment Request Dates per Month field.

- 3) For Semi-Monthly employees, the breakdown of attendance section will need to be completed.

Breakdown of Attendance (per work week): Work week runs from Sunday – Saturday

This is the type of hours that need to be paid. For example: Regular Hours RGH, Sick SCK, Vacation VAC, etc.

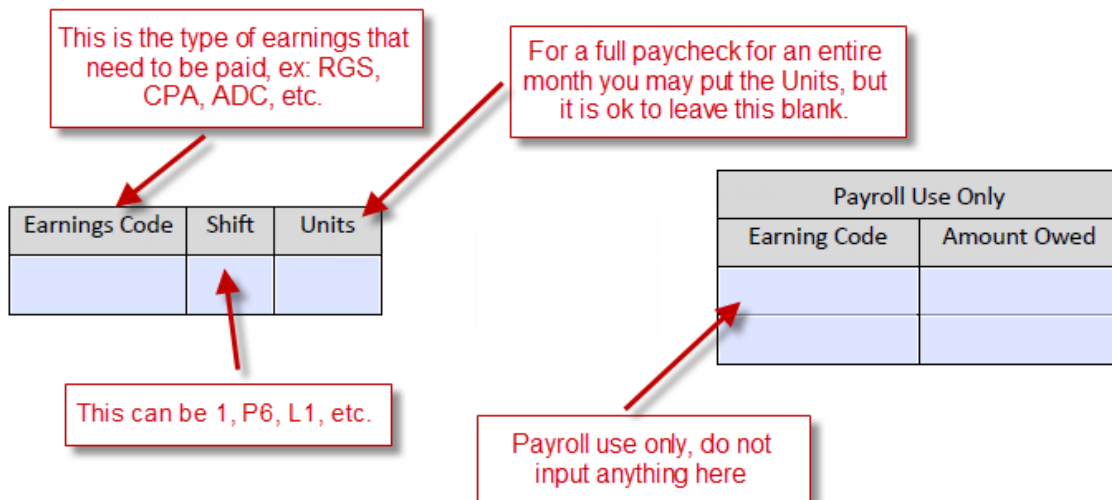
Under the Week Ending row, list Saturday's date until you reach either the 15th or the end of the month date. Below each of these dates should be the total amount of hours reported for that week only.

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 / 18 / 2015	04 / 25 / 2015	04 / 30 / 2015
RGH	1	48	16	32	
VAC	1	32		8	24
SCK	1	8			8
Total Hours		88			

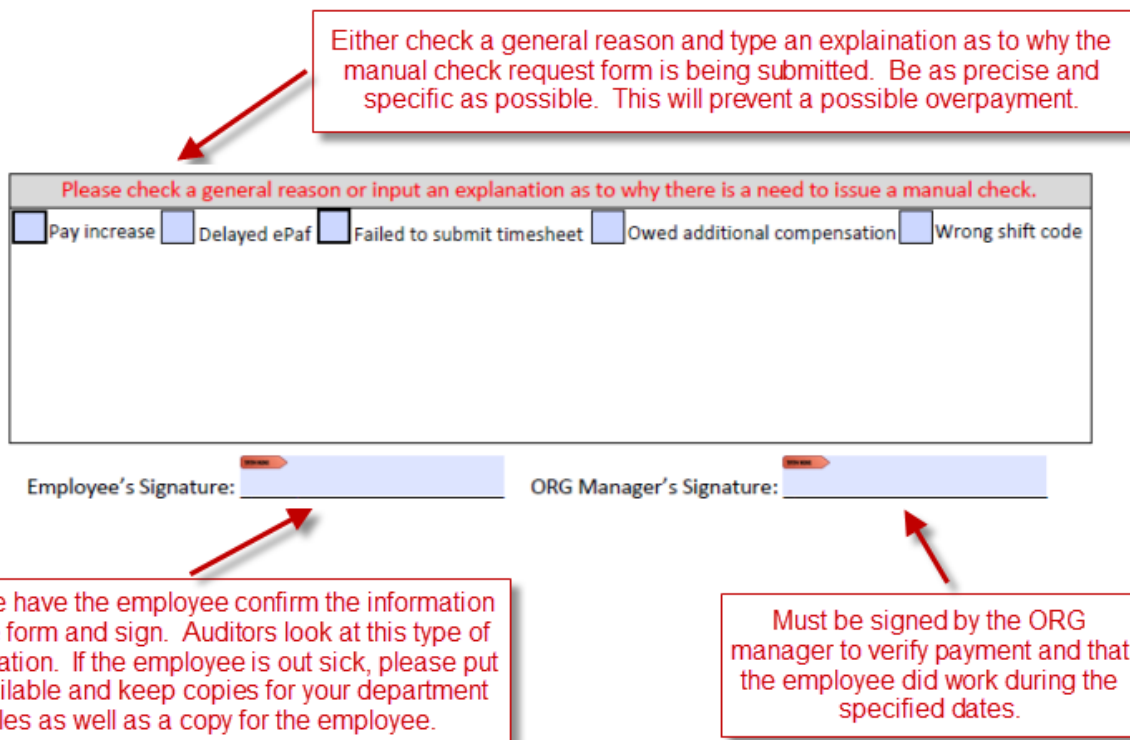
This is always 1, unless the employee needs to be paid under a correctional health care shift.

This is the total # of hours for each earnings code. Don't forget to add the total and input in the total hours box.

4) For Monthly employees, the earnings section will need to be completed.



5) Lastly the Justification and Signature sections will need to be completed.



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 form. You will receive a response the same day along with a date and location for the employee to pick up their check. If there is a pending ePaf, please wait to submit the manual check request form until after the ePaf has been applied by HR.

Please note that all manual check requests are direct deposit. If an employee doesn't 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. 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. 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.