Manual Check Request Dynamic Form – Exempt Employee

When a department needs to pay an employee outside of an on-cycle payroll, a Manual Check Request is required. This guide instructs on the submission process for exempt (salaried) employees.


2. Click “Complete This Form”.

3. Form preparer information will auto populate.

Preparing Form

While the form is being prepared, some form sections and fields will appear or disappear after selections are made. This occurs by design to streamline the form for user input and to decrease possible entry errors.
4. If the employee will sign the form upon its completion, select “Yes”. If the employee will not sign the form, select “No”. The employee is required to sign the form unless they are not available to sign it (on leave, ill, terminated, etc.)

5. Select “Monthly” for Payroll Type. Then select the pay period the employee needs to be paid on. The seven most recent pay periods will be available for selection. If an earlier pay period is needed, email webmaster.payroll@ttu.edu.

6. Next to the Employee Tech ID field, enter the R# or name of the employee. Partial data entered will display results that match with the data that was entered. It may take up to 45 seconds for the Employee Tech ID field to become available for searching.
7. Once the employee is found, select them by clicking on their name. Then select the position number the employee needs to be paid for.

8. Select the employee’s supervisor from the Supervisor drop down. If the employee’s supervisor is not listed, selecting “other” will allow you to enter the employee’s current supervisor manually.

**WARNING** The preparer’s and the employee’s orgn codes do not match

Selecting “other” will allow you to enter the employee’s current supervisor.
9. Select the dates the employee needs to be paid for. This could be a full month or a partial month, depending on the circumstances for the manual check request (employee hired mid-month, promotion effective at the start of the month, etc.)

10. Select the reason a manual check request is being submitted. Then type an explanation that elaborates on the reason.
Example: Delayed ePAF

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 compensation
- Wrong shift code

*pPAF was not submitted and approved in time to be applied to the monthly payroll.

11. When you have finished filling out the form, click “Next”.

<table>
<thead>
<tr>
<th>For Payroll Use Only</th>
<th>Payroll ID</th>
<th>Payroll #</th>
<th>Deductions Set Up</th>
<th>Paid On Same Payroll</th>
<th>Only Paid Longevity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Longevity/Hazardous</td>
<td>Eligible</td>
<td>Paid</td>
<td>2 Yr. Service Credit Fulfilled</td>
<td>Wrong Payroll Cycle</td>
<td>Worked On The 1st Of The Month</td>
</tr>
<tr>
<td>Estimated Pay Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save Progress  Next
12. Sign the form electronically. After the signature is completed, you will receive an email confirmation with a PDF copy of the manual check request.

Please be informed:

- The employee’s supervisor and the employee (if employee signature was elected in step 4) will receive an email requesting their signature for approval of the manual check request. The manual check request will only be submitted for payment once all approvals have occurred.
- The employee’s Organization Manager will also receive an email advising that a manual check request form was submitted for the employee.
- The supervisor and employee may return a form to the preparer if corrections are needed.
- After all approvals are complete, the form preparer and employee will receive an email advising them on the estimated pay date.
- Questions regarding the manual check request form and payment, should be directed to webmaster.payroll@ttu.edu.