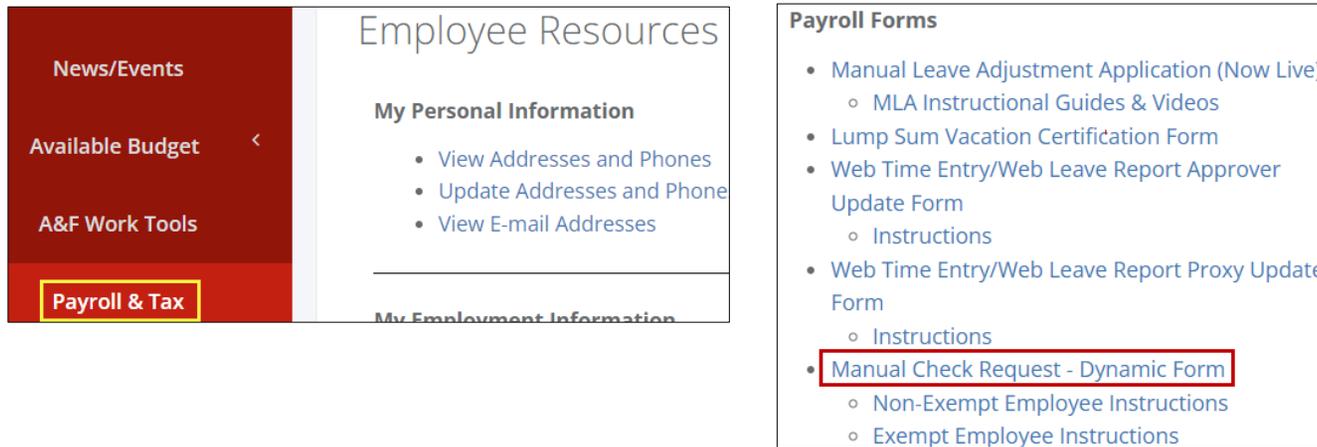


# Manual Check Request Dynamic Form – Exempt Employee

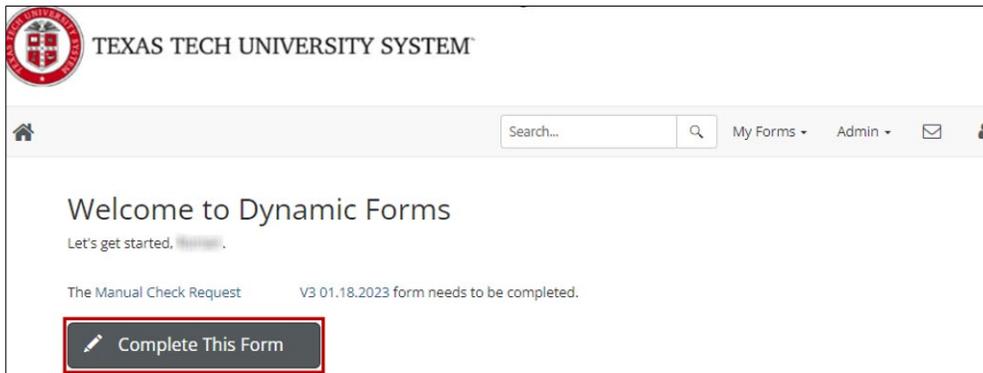
When a department needs to pay an employee outside of an on-cycle payroll, a Manual Check Request is required. This guide instructs on the submission process for exempt (salaried) employees.

1. Within Raiderlink/WebRaider, select **Payroll & Tax**. Under Payroll Forms, select **Manual Check Request - Dynamic Form**.



The screenshot shows the Raiderlink/WebRaider interface. On the left is a dark red navigation menu with the following items: News/Events, Available Budget, A&F Work Tools, and Payroll & Tax (highlighted with a yellow box). The main content area is titled "Employee Resources" and contains two sections: "My Personal Information" with links for "View Addresses and Phones", "Update Addresses and Phone", and "View E-mail Addresses"; and "My Employment Information". To the right is a "Payroll Forms" section with a list of links: "Manual Leave Adjustment Application (Now Live)" (with sub-link "MLA Instructional Guides & Videos"), "Lump Sum Vacation Certification Form", "Web Time Entry/Web Leave Report Approver Update Form" (with sub-link "Instructions"), "Web Time Entry/Web Leave Report Proxy Update Form" (with sub-link "Instructions"), and "Manual Check Request - Dynamic Form" (highlighted with a red box, with sub-links "Non-Exempt Employee Instructions" and "Exempt Employee Instructions").

2. Click "Complete This Form".



The screenshot shows the Texas Tech University System Dynamic Forms page. At the top left is the Texas Tech University System logo. Below it is a search bar and navigation links for "My Forms", "Admin", and a user profile icon. The main heading is "Welcome to Dynamic Forms" with the subtext "Let's get started, [username]". Below this is a notification: "The Manual Check Request V3 01.18.2023 form needs to be completed." At the bottom of the notification is a button labeled "Complete This Form" with a pencil icon, highlighted with a red box.

3. Form preparer information will auto populate.



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## MANUAL CHECK REQUEST

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FormID:

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

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

Will the employee sign this form? \*-- Please Select --\*

Date Prepared:  Payroll Type:  Pay Period:

Preparer Tech ID:	<input type="text" value="R11574034"/>	Preparer Name:	<input type="text" value="Roman Valencia"/>	Chart of Account:	<input type="text" value="T"/>
Department Org #:	<input type="text" value="C10000"/>	Department Name:	<input type="text" value="Payroll and Tax Services"/>		
Preparer Email:	<input type="text" value="roman.valencia@ttu.edu"/>	Contact Phone:	<input type="text" value="(806) 834-2017"/>		



## 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.)

Will the employee sign this form? \* -- Please Select - v

Date Prepared: 03/28/2024 Payroll Type: \* -- Please Select -- Pay Period: \* -- Please Select --

Preparer Tech ID: R11574034 Preparer Name: Roman Valencia  
 Department Org #: C10000 Department Name: Payroll and Tax Services Chart of Account: T  
 Preparer Email: roman.valencia@ttu.edu Contact Phone: (806) 834-2017

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](mailto:webmaster.payroll@ttu.edu).

Will the employee sign this form? \* Yes

Date Prepared: 04/04/2024 Payroll Type: Monthly Pay Period: \* 03/01/2024-03/31/2024

Preparer Tech ID: R11574034 Preparer Name: Roman Valencia  
 Department Org #: C10000 Department Name: Payroll and Tax Services Chart of Account: T  
 Preparer Email: roman.valencia@ttu.edu Contact Phone: (806) 834-2017

03/01/2024-03/31/2024  
 02/01/2024-02/29/2024  
 01/01/2024-01/31/2024  
 12/01/2023-12/31/2023  
 11/01/2023-11/30/2023  
 10/01/2023-10/31/2023  
 09/01/2023-09/30/2023

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.

Preparer Tech ID: R11574034 Preparer Name: Roman Valencia  
 Department Org #: C10000 Department Name: Payroll and Tax Services Chart of Account: T  
 Preparer Email: roman.valencia@ttu.edu Contact Phone: (806) 834-2017

Employee Tech ID: \* -- Enter Tech ID or Name -- Employee Name:   
 Employee Email:

**Once the Employee Tech ID list is ready, this message will disappear**

Populating Employee Tech ID list. Please allow 30-45 seconds. Once populated begin typing Tech ID or name.

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.

Preparer Tech ID:	<input type="text" value="R11574034"/>	Preparer Name:	<input type="text" value="Roman Valencia"/>	Chart of Account:	<input type="text" value="T"/>
Department Org #:	<input type="text" value="C10000"/>	Department Name:	<input type="text" value="Payroll and Tax Services"/>		
Preparer Email:	<input type="text" value="roman.valencia@ttu.edu"/>	Contact Phone:	<input type="text" value="(806) 834-2017"/>		

Employee Tech ID:	* -- Enter Tech ID or Name --	Employee Name:	<input type="text"/>
Employee Email:	<input type="text" value="sharon r"/>		
	<input type="text" value="R11351993-Sharon Rhodes"/>		
	<input type="text" value="R00903814-Sharon Ramos"/>		

Preparer Tech ID:	<input type="text" value="R11574034"/>	Preparer Name:	<input type="text" value="Roman Valencia"/>	Chart of Account:	<input type="text" value="T"/>
Department Org #:	<input type="text" value="C10000"/>	Department Name:	<input type="text" value="Payroll and Tax Services"/>		
Preparer Email:	<input type="text" value="roman.valencia@ttu.edu"/>	Contact Phone:	<input type="text" value="(806) 834-2017"/>		

Employee Tech ID:	* R11351993-Sharon Rhodes	Employee Name:	<input type="text" value="Sharon Rhodes"/>
Employee Email:	<input type="text" value="Sharon.Rhodes@ttu.edu"/>	Employee Position Number:	* -- Please Select --
			<input type="text" value="-- Please Select --"/>
			<input type="text" value="T99180-00 Associate Managing Direct"/>

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.

Employee Tech ID:	* R11351993-Sharon Rhodes	Employee Name:	<input type="text" value="Sharon Rhodes"/>		
Employee Email:	<input type="text" value="Sharon.Rhodes@ttu.edu"/>	Employee Position Number:	* T99180-00 Associate Managir	Employee Position Org:	<input type="text" value="C20033"/>

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

Supervisor	* -- Enter Tech ID or Name --	Supervisor Name:	<input type="text"/>
Supervisor Email:	<input type="text" value="-- Enter Tech ID or Name --"/>		
	<input type="text" value="R11935085-Ruby Tarango"/>		
	<input type="text" value="R00908747-Sean Childers"/>		
	<input type="text" value="R00533024-Samuel Bennett"/>		
	<input type="text" value="Other"/>		

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.)

Supervisor	*R11935085-Ruby Tarango	Supervisor Name:	Ruby Tarango
Supervisor Email:	Ruby.Tarango@ttu.edu		

Payment Request Dates Per Month From:  To:

Payment request begin date is required  
Payment request end date is required

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

Fund	Organization	Account	Program
17C003	C10000	6A2508	S10
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The FOAP(s) that fund the employee's position will auto-populate here.

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

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### 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

\* ePaf 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”.

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

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

For Payroll Use Only	Payroll ID	Payroll #	Deductions Set Up	Paid On Same Payroll	Only Paid Longevity
	MN	4	Y	N	N
Longevity/Hazardous	Eligible	Paid	2 Yr. Service Credit Fulfilled	Wrong Payroll Cycle	Worked On The 1 <sup>st</sup> Of The Month
	Y	N	Y	Y	Y
Estimated Pay Date:					

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.

## Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

<b>Art</b>	<b>Vandalay</b>
<input type="text" value="Art"/>	<input type="text" value="Vandalay"/>

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](mailto:webmaster.payroll@ttu.edu).