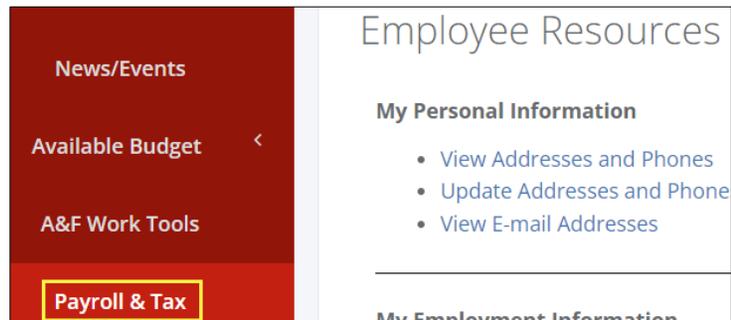


# Manual Check Request Dynamic Form – Non-Exempt Employee

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 form submission process for non-exempt (hourly) employees.

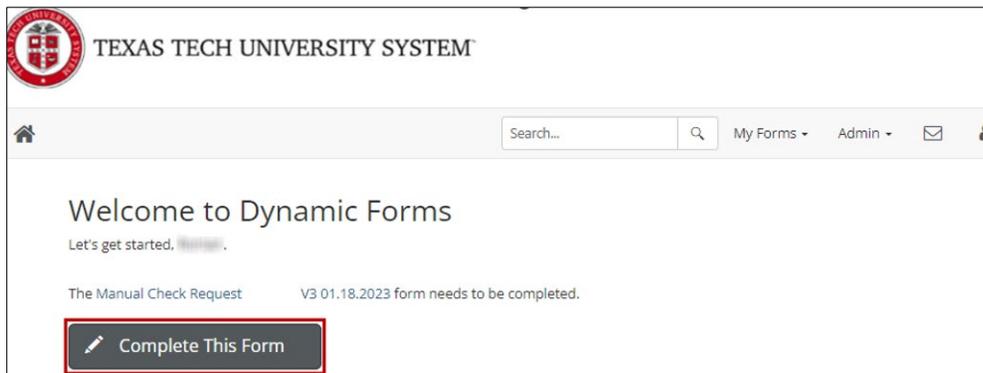
1. Within Raiderlink/WebRaider, select **Payroll & Tax**. Under Payroll Forms, select **Manual Check Request - Dynamic Form**.



## Payroll Forms

- [Manual Leave Adjustment Application \(Now Live\)](#)
  - [MLA Instructional Guides & Videos](#)
- [Lump Sum Vacation Certification Form](#)
- [Web Time Entry/Web Leave Report Approver Update Form](#)
  - [Instructions](#)
- [Web Time Entry/Web Leave Report Proxy Update Form](#)
  - [Instructions](#)
- [Manual Check Request - Dynamic Form](#)
  - [Non-Exempt Employee Instructions](#)
  - [Exempt Employee Instructions](#)

2. Click “Complete This Form”.



3. Form preparer information will auto populate.



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## MANUAL CHECK REQUEST (UDEV)

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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?

Date Prepared:  Payroll Type:  Pay Period:

Preparer Tech ID: <input type="text" value="R00000009"/>	Preparer Name: <input type="text" value="Pepper Potts"/>	Chart of Account: <input type="text" value="T"/>
Department Org #: <input type="text" value=""/>	Department Name: <input type="text" value="Technology &amp; R&amp;D"/>	
Preparer Email: <input type="text" value="pepper.p@ttu.edu"/>	Contact Phone: <input type="text" value="(806)"/>	



## 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 --

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

Preparer Tech ID: R00000009 Preparer Name: Pepper Potts  
 Department Org #: Department Name: Technology & R&D Chart of Account: T  
 Preparer Email: pepper.p@ttu.edu Contact Phone: (806)

5. Select “Semi-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: 03/28/2024 Payroll Type: Semi-Monthly Pay Period: \*-- Please Select --

Preparer Tech ID: R00000009 Preparer Name: Pepper Potts  
 Department Org #: Department Name: Technology & R&D Chart of Account: T  
 Preparer Email: pepper.p@ttu.edu Contact Phone: (806)

03/01/2024-03/15/2024  
 02/16/2024-02/29/2024  
 02/01/2024-02/15/2024  
 01/16/2024-01/31/2024  
 01/01/2024-01/15/2024  
 12/16/2023-12/31/2023  
 12/01/2023-12/15/2023

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: R00000009 Preparer Name: Pepper Potts  
 Department Org #: Department Name: Technology & R&D Chart of Account: T  
 Preparer Email: pepper.p@ttu.edu Contact Phone: (806)

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="R00000009"/>	Preparer Name:	<input type="text" value="Pepper Potts"/>		
Department Org #:	<input type="text" value=""/>	Department Name:	<input type="text" value="Technology &amp; R&amp;D"/>	Chart of Account:	<input type="text" value="T"/>
Preparer Email:	<input type="text" value="pepper.p@ttu.edu"/>	Contact Phone:	<input type="text" value="(806)"/>		

Employee Tech ID:	* -- Enter Tech ID or Name --	Employee Name:	<input type="text" value=""/>
Employee Email:	<input type="text" value="Happy H"/>		
	<input type="text" value="R0000001-Happy Harai"/>		
	<input type="text" value="R0000007-Happy Hogan"/>		

Preparer Tech ID:	<input type="text" value="R00000009"/>	Preparer Name:	<input type="text" value="Pepper Potts"/>		
Department Org #:	<input type="text" value=""/>	Department Name:	<input type="text" value="Technology &amp; R&amp;D"/>	Chart of Account:	<input type="text" value="T"/>
Preparer Email:	<input type="text" value="pepper.p@ttu.edu"/>	Contact Phone:	<input type="text" value="(806)"/>		

Employee Tech ID:	*R0000007 - Happy Hogan	Employee Name:	<input type="text" value="Happy Hogan"/>
Employee Email:	<input type="text" value="happy.h@ttu.edu"/>	Employee Position Number:	* -- Please Select --
			<input type="text" value="-- Please Select --"/>
			<input type="text" value="T99999-00 Chief of Security"/>

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:	*R0000007- Happy Hogan	Employee Name:	<input type="text" value="Happy Hogan"/>		
Employee Email:	<input type="text" value="happy.h@ttu.edu"/>	Employee Position Number:	*T99999-00 Chief of Security	Employee Position Org:	<input type="text" value=""/>

Supervisor	* -- Enter Tech ID or Name --	Supervisor Name:	<input type="text" value=""/>
Supervisor Email:	<input type="text" value="-- Enter Tech ID or Name --"/>		
	<input type="text" value="R00000005 - Tony Stark"/>		
	<input type="text" value="R00000004 - James Rhodes"/>		
	<input type="text" value="Other"/>		

Selecting "other" will allow you to enter the employee's current supervisor.

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

Fund	Organization	Account	Program
<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"/>
<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

1

2

10. If "Pay Increase" is chosen as the general reason, an explanation is required.

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

\*Employee pay increased by \$1.75 per hour. Time was submitted but at the old pay rate. This MCR is to pay the difference. |

11. If “Delayed ePAF”, “Failed to Submit Timesheet”, “Owed Additional Compensation”, or “Wrong Shift Code” is selected as the general reason, an explanation and the hours that need to be paid are required. Hours need to be itemized within the grid below. Hours must be rounded in quarter-hour increments.

If the appropriate earnings code is not available to select in the Earnings Code drop-down, select RGH for the earnings code, and make a note of the intended earnings code in the explanation. Earnings codes that are not available for selection are “Sick Leave Donation Not Taxable SDN”, “Sick Leave Donation Taxable SLD”, “Family Leave Pool Not Taxable FLN” and “Family Leave Pool Taxable FLT”.

*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

\*  
**Type of hours to pay (RGH, SCK, HOL, etc.)**  
**Shift will always be 1, except for departments using shift differentials.**  
**Total hours for each earnings code for each week.**

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

Earnings Code	Shift	Total Hours per Earnings Code	Week 1 Ending Date	Week 2 Ending Date	Week 3 Ending Date	Week 4 Ending Date
			03/16/2024	03/23/2024	03/30/2024	03/31/2024
-- Please Select --	-- Please Select --	0				
-- Please Select --	-- Please Select --	0				
-- Please Select --	-- Please Select --	0				
-- Please Select --	-- Please Select --	0				
-- Please Select --	-- Please Select --	0				
total Hours		0				

### Example: Failed to Submit Timesheet – 88 Hour Pay Period

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

Employee was out sick when timesheets were due, and supervisor was unavailable to fill out timesheet on behalf of the employee.

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

Earnings Code	Shift	Total Hours per Earnings Code	Week 1 Ending Date	Week 2 Ending Date	Week 3 Ending Date
			03/02/2024	03/09/2024	03/15/2024
RGH-Hours Worked ▾	1 ▾	72	8.00	40.00	24.00
VAC-Vacation Pay ▾	1 ▾	8			8.00
SCK-Sick Leave ▾	1 ▾	8			8.00
-- Please Select -- ▾	-- Please Select -- ▾	0			
-- Please Select -- ▾	-- Please Select -- ▾	0			
-- Please Select -- ▾	-- Please Select -- ▾	0			
Total Hours		88			

**\*\*WARNING\*\*** Please review the earnings codes and ensure there are no duplicates unless the shift code is different.

12. When you have finished filling out the form, click "Next".

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

Earnings Code	Shift	Total Hours per Earnings Code	Week 1 Ending Date	Week 2 Ending Date	Week 3 Ending Date
			03/02/2024	03/09/2024	03/15/2024
RGH-Hours Worked	1	72	8.00	40.00	24.00
VAC-Vacation Pay	1	8			8.00
SCK-Sick Leave	1	8			8.00
-- Please Select --	-- Please Select --	0			
-- Please Select --	-- Please Select --	0			
-- Please Select --	-- Please Select --	0			
Total Hours		88			

**\*\*WARNING\*\*** Please review the earnings codes and ensure there are no duplicates unless the shift code is different.

For Payroll Use Only	Payroll ID	Payroll #	Deductions Set Up	Paid On Same Payroll	Only Paid Longevity
	SM	8	Y	Y	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	N	Y	Y
Estimated Pay Date:					

Save Progress **Next** ←

13. 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>Pepper</b>	<b>Potts</b>
<input type="text" value="Pepper"/>	<input type="text" value="Potts"/>

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).