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.


2. Click “Complete This Form”.

Welcome to Dynamic Forms
Let's get started.

The Manual Check Request V3.01.18.2023 form needs to be completed.

Complete This Form
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.).

![Image of form sign selection]

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.

![Image of payroll type selection]

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.

![Image of employee tech ID field]

*Once the Employee Tech ID list is ready, this message will disappear*
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.
9. Select the reason a manual check request is being submitted. Then type an explanation that elaborates on the reason.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. [ ] Pay increase
2. [ ] Input explanation

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”. 
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

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Shift</th>
<th>Total Hours per Earnings Code</th>
<th>Week 1 Ending Date</th>
<th>Week 2 Ending Date</th>
<th>Week 3 Ending Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGH-Hours Worked</td>
<td>1</td>
<td>72</td>
<td>03/02/2024</td>
<td>03/09/2024</td>
<td>03/16/2024</td>
</tr>
<tr>
<td>VAC-Vacation Pay</td>
<td>1</td>
<td>8</td>
<td>0.00</td>
<td>40.00</td>
<td>24.00</td>
</tr>
<tr>
<td>SCK-Sick Leave</td>
<td>1</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-- Please Select</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **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”.

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Shift</th>
<th>Total Hours per Earnings Code</th>
<th>Week 1 Ending Date</th>
<th>Week 2 Ending Date</th>
<th>Week 3 Ending Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSH-Hours Worked</td>
<td>1</td>
<td>72</td>
<td>03/02/2024</td>
<td>03/09/2024</td>
<td>03/15/2024</td>
</tr>
<tr>
<td>VAC-Vacation Pay</td>
<td>1</td>
<td>0</td>
<td>00.00</td>
<td>00.00</td>
<td>8.00</td>
</tr>
<tr>
<td>SICK-Sick Leave</td>
<td>1</td>
<td>0</td>
<td>00.00</td>
<td>00.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>82</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>For Payroll Use Only</th>
<th>Payroll ID</th>
<th>Payroll #</th>
<th>Reductions Set Up</th>
<th>Paid On Same Payroll</th>
<th>Only Paid Longevity</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM</td>
<td>6</td>
<td>Y</td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Longevity Hazardous</th>
<th>Eligible</th>
<th>Paid</th>
<th>2 yr. Service Credit Fulfilled</th>
<th>Wrong Payroll Cycle</th>
<th>Worked On The 1st Of The Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Estimated Pay Date: [ ]
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.

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.

Updated 8-2-2024.