

**WASHINGTON UNIVERSITY  
MANUAL PAYROLL CHECK REQUEST**

**For Internal Use Only**  
403(b) Yes\_\_\_ No\_\_\_

**Attn: (Payroll Representative's Name)** \_\_\_\_\_

Employee's Name \_\_\_\_\_

Paygroup (Check One):

Employee ID Number \_\_\_\_\_ Empl Rec # \_\_\_\_\_

Monthly     Biweekly     Stipend

Period Ending Date \_\_\_\_\_

Department # \_\_\_\_\_

Reason Code (Check One):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Missed HR Deadline                        | <input type="checkbox"/> Vacation Payout  | <input type="checkbox"/> Benefits Deduction Refund             |
| <input type="checkbox"/> Data Entry Error on Paysheet or Timesheet | <input type="checkbox"/> Department Error | <input type="checkbox"/> Bonus ( <b>HR Approval Required</b> ) |
| <input type="checkbox"/> Time Not Entered in T&L                   | <input type="checkbox"/> FNIS Entry Delay | <input type="checkbox"/> Other ( <b>Explanation Required</b> ) |

Detailed Explanation Required for Other:

\_\_\_\_\_  
\_\_\_\_\_

Please note the type of earnings, including hours and dollars that are to be paid:

	<u>HOURS</u>	<u>GROSS EARNINGS</u>	<u>ACCOUNT NUMBER</u> (only if different from existing sources)
<input type="checkbox"/> Regular	_____	_____	_____
<input type="checkbox"/> Overtime	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____

**PICKUP/DELIVERY INSTRUCTIONS: (All checks must be returned to or picked up by someone other than the Requestor or Approver, please write a name and phone number, along with a Campus Box.)**

\_\_\_\_\_

AUTHORIZED BY:

\_\_\_\_\_  
Signature of Payroll Rep Requesting Manual Check

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Business Manager or Authorized Alternate

\_\_\_\_\_  
Date

**Manual Check Requests Must be Received in Payroll Services by 2:00pm, the Check Will be Ready the Next Business Day by 10:00am.**

**Send Approved request to the Payroll Services Department, Campus Box 1000, Fax 935-7079**  
Revised 12/2015