

# MANUAL CHECK REQUEST

503/4/Central Payroll

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## ISSUE MANUAL CHECK TO:

Name: _____	Termination Date: _____
Emp/SAP #: _____	Dates to be Paid: _____

## REASON FOR CHECK:

<input type="checkbox"/> <b>Final</b>	➔ <input type="checkbox"/> Personnel action entered?	<input type="checkbox"/> Benefits informed?	<input type="checkbox"/> Timekeeper informed?
	➔ <input type="checkbox"/> <b>IS THIS TERMINATION CONFIDENTIAL?</b>		
<input type="checkbox"/> <b>Underpaid</b>	➔ <input type="checkbox"/> Timekeeper informed? (Time <b>must</b> be entered <b>and</b> approved; 'Note added to entry.)		
<input type="checkbox"/> <b>Not Paid</b>	➔ <input type="checkbox"/> Timekeeper informed? (Time <b>must</b> be entered <b>and</b> approved; 'Note added to entry.)		
<input type="checkbox"/> <b>Other (EXPLAIN)</b>	_____		
	<b>Total hrs being paid – *Required*</b> _____		
➔ <b>All personnel, benefit &amp; time data must be entered &amp; approved by <u>10:00am</u> the day a check is issued.</b>			

## CHECK DISTRIBUTION:

<b>DATE NEEDED:</b>	_____
<input type="checkbox"/>	<b>ALT / WOC Time</b> (Payroll: Manually enter rates. (Normally uploaded before payroll processes)).
<input type="checkbox"/>	<b>Direct Deposit</b> to the bank account(s) active in WD (Only for Missed / Add. Pay 48-72 hours deposit time)
<input type="checkbox"/>	<b>MAIL</b> to employee's home address
<input type="checkbox"/>	<b>EMPLOYEE WILL PICK UP</b> at Central Payroll, Multnomah Building *
<input type="checkbox"/>	<b>Pick up by: (if someone other than employee) *</b>
	* Person picking up check will be asked to _____ (Name) _____ (Phone #)
	show ID. _____

## AUTHORIZATION:

Completed by: _____	Phone #: _____
Approved by: _____	Phone #: _____

<b>Special instructions for Central Payroll:</b>
_____
_____
_____

- ➔ FEDERAL AND STATE LAWS REQUIRE FINAL CHECKS BE MADE AVAILABLE ON ANY EE'S LAST DAY IF EE IS DISCHARGED OR IF EE HAS GIVEN AT LEAST 48 HOURS NOTICE.
- ➔ This form must be received by Central Payroll by 5:00pm the day before check is needed and all actions/time entry needs to complete by 10:00am next day.
- ➔ Checks are available after 4:00pm.