

**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):

☐ Missed HR Deadline  
☐ Data Entry Error on Paysheet or Timesheet  
☐ Time Not Entered in T&L

☐ Vacation Payout  
☐ Department Error  
☐ FNIS Entry Delay

☐ Benefits Deduction Refund  
☐ Bonus (**HR Approval Required**)  
☐ Other (**Explanation Required**)

Detailed Explanation Required for Other:

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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