MANUAL CHECK REQUEST PROCEDURE

I. Purpose and Scope:

The purpose of this procedure is to provide guidance to University departments on how to obtain paychecks for employees that are not part of the normal payroll cycle. These manual checks, also known as “Quickpays”, can be requested for the following reasons:

A. The employee did not receive any base pay due with the regular payroll run.

B. The employee was paid less than 95% of his/her base pay due with the regular payroll run.

C. The employee requires a new check because the initial disbursement represented an overpayment of the correct amount due.

The following requests for pay will be included in the employee’s next regular pay process:

A. Any missed amounts over and above an employee’s base pay. This includes, but is not limited to: overtime, shift differential, paid compensatory time, retroactive pay and other supplemental payments.

B. Any amount that is 5% or less than the employee’s base pay.

II. Responsibility for implementing procedure:

Department Payroll Administrators are responsible for submitting Manual Check Service Request Forms, properly approved, for all Quickpays.

III. Procedure:

A. Departmental Payroll Administrators must prepare a Manual Check Service Request Form for all manual checks.

B. All applicable documentation must be attached to the Manual Check Service Request Form. This could include Time Sheets, Appointment Forms, Employee Records, OSPP forms, and other documents as required.

C. The form and documentation must be approved according to the signature hierarchy established for the department for payroll disbursements.
D. Once approved, the Manual Check Service Request Form is forwarded to the Payroll Department for processing. A processing fee of $75.00 will be charged to the requesting department for each manual pay.

E. Payroll will produce the Quickpay and contact the Department Administrator designated on the Service Request to notify them that the check is ready for pick up in the Payroll Department. Department Administrators are responsible for arranging for the distribution of the check to the employee. They may pick up the check themselves, send a designated representative, or notify the employee to come to Payroll directly to claim the check. Individuals must present a valid Pitt ID to claim the check. Branch Campus Administrators may arrange to have Payroll send the check directly to them.

IV. Documentation:

Manual Check Service Request Form (available on the Referenced Forms tab)

V. Records:

The Manual Check Service Request Form and applicable documentation are maintained by Payroll in the Employee’s Payroll file. Documents are retained for a period of ten years after an employee leaves the University.