



PAYROLL HANDCHECK REQUEST

Notes

1. Handchecks take 24-48 hours to process.
2. Handchecks are for emergencies only and requires the Vice President's signature over your area.
3. Submit to Payroll with the supporting documentation.

Employee Information (All fields are required)

Name (Last, First, MI) _____ Campus-Wide ID _____
 Department _____ Campus _____ Extension _____
 Amount \$ _____

Chartfield Information

Business Unit	Fund	Dept	Account	Class
Program	Product	Project	Operating Unit	

Reason for Handcheck

Check Delivery Information

Call Employee for Pick Up Call Requestor for Pick Up Mail to Employee's Home Address

Address _____ City _____ State _____ Zip _____
 Phone No. _____

Requestor (Signature) _____ Print Name _____ Date _____ Extension _____

Major Area Budget Manager (Signature) _____ Print Name _____ Date _____ Extension _____

Vice President (Signature) _____ Print Name _____ Date _____ Extension _____