



Department of Human Resources

REQUEST TO PROCESS PAPER TIMESHEET AND / OR MANUAL PAY CHECK

Employee's Information (all fields are required)

Name: _____ Employee ID: _____

Department: _____

Item(s) being requested:☐ Paper Timesheet Processing: Reason for request (check one):☐ Late new hire paper work☐ Other (explain) _____☐ Manual Check Request: Reason for request (check one):☐ Vacation Advance*☐ Emergency Pay Advance*☐ Late timesheet☐ Late paperwork☐ Late approval☐ Other _____☐ Payment Type:☐ Manual Check☐ Direct Deposit (if applicable)

Payment to be available on _____

*For Vacation and Emergency Pay Advance requests, complete the following:

Advance for scheduled pay date of _____ covering the pay period of
_____ through _____.

★ Manual checks require a minimum of 48 hours between receipt of request by the Human Resources Department and availability. Manual checks must be picked up after 3 p.m. at the Human Resources Office, 425 El Camino Real.

Employee Signature: _____ Date: _____

FOR THE SUPERVISOR/REQUESTOR:

I understand that there will be a **\$50.00** fee for processing the paper timesheet and or manual check if it is other than a vacation /emergency advance allowed per calendar year for staff and faculty employees.

I authorize that the paper timesheet and or manual check be processed for the above employee and that the processing fee (if applicable) be charged to the account listed below. I certify that I am allowed to authorize charges to this account.

Supervisor Signature: _____ Date: _____

Account: 7496 Fund: _____ Dept. Name: _____

Program: _____ Activity: _____ Subclass: _____ Project/Grant: _____