



## 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: \_\_\_\_\_