

Manual Check Procedure:

1. Off-cycle Payroll Payments

A. Request

In the event an employee is not paid or not paid correctly due to an error, please submit the request for a manual check to the Executive Director. All requests must be made on the Payroll Manual Check Request Form. Please explain why this manual check is needed, what this is to be paid and why this payment was not included on the regular payroll (what step was omitted and by whom).

All information **MUST** be completed, and signatures are mandatory before consideration will be given to the manual check request. Please include check distribution method including phone number and/or address of contact person.

B. Processing Time and Distribution

An approved off-cycle paycheck will normally be available for the employee within three business days of requesting it. The employee or requesting department will be notified when the off-cycle check is ready for pick-up in the office.

* NOTE * Direct deposit is not available for off-cycle payment.

2. Vendor Checks

A. Request

If a vendor needs payment for goods and services this should go through the normal financial process. If a manual check is necessary for an emergency or for a vendor who cannot go through the normal financial process, a request should be made to the Executive Director stating the reasons for the request, the person making it, and why the normal process does not work for this transaction.

B. Processing Time and Distribution

Once the check is approved, payment will be made directly to vendor within three business days.