PAYROLL CHECK REQUEST

BFS Payroll Division - 0952

This Check request is valid and intended only for employees that did not receive any regular earnings on their normal scheduled pay day.

Employee Name: _____ **Date:** _____

Employee ID: _____ **SS#:** _____ **Sub:** _____

I have been informed/discovered that a check was not issued to me for the pay period ending, _____ (Date)
due to the following reasons:

(Please check the appropriate box)

- ☐ Employee did not submit time (PTR) for key entry
- ☐ Departmental timekeeper did not report hours in on-line timekeeping
- ☐ Erroneous information was entered on PPS and/or timekeeping
- ☐ Appointment/Distribution not extended by deadline
- ☐ Separated status on PPS (sub 0, 1, and 3)
- ☐ Other (please explain): _____

I further understand that this will be issued as a negotiable paper check and will not be directly deposited.

_____ _____ _____ _____
Employee Signature Date Departmental Head Signature Date

Timekeeper Name: _____ Phone#: _____

Additional Information:

- Request must be accompanied by either a timesheet for sub 2 employees and/or PPS entry update to substantiate payment for sub 0, 1 and 3 employees.
- Requests received before 3:00 p.m. will be available in the afternoon of the following business day or on the afternoon of the appropriate pay day. **CHECKS WILL NOT BE RELEASED PRIOR TO THE APPROPRIATE PAY DAY.**
- All checks must be picked up from the Payroll office.
- Request and documents may be faxed to : (858) 534-7423