



# 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: \_\_\_\_\_ Home Dept. Code \_\_\_\_\_ TK Code \_\_\_\_\_

It was discovered that a check was not issued to me for the pay period ending, \_\_\_\_\_ due to the following reasons: \_\_\_\_\_ Date

(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	Department Head Signature	Date

Timekeeper Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

### Additional Information:

- Requests must be accompanied by either a Payroll Timesheet Record for sub 2 employees and/or PPS entry update to substantiate payment for sub 0, 1, and 3 employees.
- Blank Payroll Timesheet Record for sub 2 employees must be completed, e.g., total hours, index, fund, and sub. Incomplete timesheet will result in the delay of the check. PTRs are available for download from EmployeeLink. The PTR is the **only** acceptable timesheet for check requests.
- Requests received before 1:00 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 APPLICABLE PAY DAY.**
- All checks must be picked up from the Payroll Office.
- Submit request and documents via ASK.UCSD.EDU