

## **MANUAL CHECK GUIDELINES**

### **The following circumstances warrant the processing of a manual check:**

1. New hire
2. Employee quits without or without notice
3. Employer terminates employee or if termination is by mutual agreement
4. Payroll or department error resulting in pay change of at least \$25.00
5. Employee was not paid at all on the regular monthly payroll
6. Paperwork not received in a timely manner. Late pay will be processed as follows:
  - a. Gross earnings over \$800 for Unclassified and Classified
  - b. Gross earnings over \$500 for Resource Faculty
  - c. Gross earnings over \$25 for a student employee
  - d. Gross earnings over \$25 for a temporary employee
7. Manual paychecks are processed on a weekly basis and are ready for pick-up or to be mailed each Friday. At this time, we are not able to directly deposit manual checks, please indicate delivery option when requesting the manual check.

### **The following earnings will be paid on the next regular monthly payroll:**

1. Supplemental premium pays for classified employees
2. Payroll or department error resulting in pay change of less than \$25.00

### **Timing of Payment:**

Paid by the End of Next Business Day

When employer terminates employee or if termination is by mutual agreement

Paid on Final Working Day

Employee has given at least 48 hours notice

Paid within 5 working days (excluding weekends and holiday)

Employee quits with less than 48 hours notice