

## I10: Manual Payroll Checks

Effective Date: May 2, 2003

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

<a href="#">Purpose and Scope</a>	<a href="#">Authority and Responsibility</a>	<a href="#">References</a>
<a href="#">Definitions</a>	<a href="#">Comments</a>	<a href="#">Questions</a>
<a href="#">Check Production Timeline</a>	<a href="#">Emergency Check Production</a>	<a href="#">Facsimile: Manual Check</a>
	<a href="#">Facsimile: Multiple Manual Checks</a>	

### Purpose and Scope

The purpose of this procedure is to provide a manual check payment to an employee for time worked when the employee is not paid through the Automatic Data Processing (ADP) system.

[Return](#)

***For more information contact us***  
[Loretta K. Pienta](#)



## I10: Manual Payroll Checks

Effective Date: May 2, 2003

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

<a href="#">Purpose and Scope</a>	<a href="#">Authority and Responsibility</a>	<a href="#">References</a>
<a href="#">Definitions</a>	<a href="#">Comments</a>	<a href="#">Questions</a>
<a href="#">Check Production Timeline</a>	<a href="#">Emergency Check Production</a>	<a href="#">Facsimile: Manual Check</a>
	<a href="#">Facsimile: Multiple Manual Checks</a>	

### Definitions

ADP: Automatic Data Processing system

[Return](#)

***For more information contact us***

[Loretta K. Pienta](#)



## I10: Manual Payroll Checks

Effective Date: May 2, 2003

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

<a href="#">Purpose and Scope</a>	<a href="#">Authority and Responsibility</a>	<a href="#">References</a>
<a href="#">Definitions</a>	<a href="#">Comments</a>	<a href="#">Questions</a>
<a href="#">Check Production Timeline</a>	<a href="#">Emergency Check Production</a>	<a href="#">Facsimile: Manual Check</a>
	<a href="#">Facsimile: Multiple Manual Checks</a>	

### Authority & Responsibility

#### A. The employee will:

Advise her/his supervisor when a payroll check has not been received.

#### B. The supervisor will:

1. Ensure that the change in status form or recommended appointment form has been submitted to Human Resources or student hiring form to Student Employment;
2. Ensure that the time sheet/report has been submitted to Payroll;
3. Contact Human Resources when an employee has not received a paycheck.

#### C. Human Resources staff will:

1. Enter the data from the change in status or recommended appointment form(s) into the automated information system;
2. Forward the change in status or recommended appointment form(s) to Payroll;
3. Email a manual check request to Payroll.

#### D. Payroll staff will:

1. Determine the need for a manual check when a time sheet/report(s), change in status or recommended appointment form(s) has not been received;
2. Enter the data including the gross amount and deductions from the time sheet/report(s) into the Checkmate system;
3. Request a manual check by providing the Controller's Office Administrative Assistant with a manual check list that includes the pay period covered, account charged, clock number, employee name, social security number, the amount of the manual check (gross and net), the employee(s) department number and the reason why check was not produced by ADP;

4. Enter the check number into the Checkmate system when advised of the number by the Controller's Office Administrative Assistant;
5. Update the manual checklist with the corresponding check number and request that General Accounting print the manual check.

E. Controller's Office Administrative Assistant will:

1. Fill out the Manual *Paycheck Request* form when requested by Payroll;
2. Present the request to the Controller/Assistant Controller for authorization;
3. Present the authorized request to Grant Accounting to obtain the manual check(s);
4. Advise Payroll of the manual check number(s);
5. Present the manual check(s) to General Accounting for printing;
6. Sign the printed manual check(s) when received from General Accounting;
7. Transmits check data to the bank via email;
8. Make a copy of the check for the files;
9. Sort the printed manual check(s) with the other paychecks if available prior to pay day, otherwise secure the printed manual check(s) in the check signing room until the employee(s) picks it up and signs for it.

F. General Accounting staff will:

1. Based on the manual check list from Payroll, print the manual check when presented with the blank check stock;
2. Return the manual check to the Controller's Office Administrative Assistant.

[Return](#)

***For more information contact us***  
[Loretta K. Pienta](#)



## I10: Manual Payroll Checks

Effective Date: May 2, 2003

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

<a href="#">Purpose and Scope</a>	<a href="#">Authority and Responsibility</a>	<a href="#">References</a>
<a href="#">Definitions</a>	<a href="#">Comments</a>	<a href="#">Questions</a>
<a href="#">Check Production Timeline</a>	<a href="#">Emergency Check Production</a>	<a href="#">Facsimile: Manual Check</a>
	<a href="#">Facsimile: Multiple Manual Checks</a>	

### References

- A. Horizon CSS Paydata Entry Guide
- B. 21-122F-20: Check Security, University Administrative Procedures Manual

[Return](#)

***For more information contact us***  
[Loretta K. Pienta](#)



## I10: Manual Payroll Checks

Effective Date: May 2, 2003

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

<a href="#">Purpose and Scope</a>	<a href="#">Authority and Responsibility</a>	<a href="#">References</a>
<a href="#">Definitions</a>	<a href="#">Comments</a>	<a href="#">Questions</a>
<a href="#">Check Production Timeline</a>	<a href="#">Emergency Check Production</a>	<a href="#">Facsimile: Manual Check</a>
	<a href="#">Facsimile: Multiple Manual Checks</a>	

### Check Production Timeline

A manual payroll check will be available within two days of the receipt of the change in status or recommended appointment form and the time sheet in the Payroll office.

[Return](#)

***For more information contact us***

[Loretta K. Pienta](#)



## I10: Manual Payroll Checks

Effective Date: May 2, 2003

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

<a href="#">Purpose and Scope</a>	<a href="#">Authority and Responsibility</a>	<a href="#">References</a>
<a href="#">Definitions</a>	<a href="#">Comments</a>	<a href="#">Questions</a>
<a href="#">Check Production Timeline</a>	<a href="#">Emergency Check Production</a>	<a href="#">Facsimile: Manual Check</a>
	<a href="#">Facsimile: Multiple Manual Checks</a>	

### Emergency Check Production

In an emergency, a manual payroll check will be available within one day following receipt of the change in status or recommended appointment form, the timesheet and the email request for emergency check from the Assistant Director of Human Resources.

[Return](#)

***For more information contact us***

[Loretta K. Pienta](#)



## I10: Manual Payroll Checks

Effective Date: May 2, 2003

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

<a href="#">Purpose and Scope</a>	<a href="#">Authority and Responsibility</a>	<a href="#">References</a>
<a href="#">Definitions</a>	<a href="#">Comments</a>	<a href="#">Questions</a>
<a href="#">Check Production Timeline</a>	<a href="#">Emergency Check Production</a>	<a href="#">Facsimile: Manual Check</a>
	<a href="#">Facsimile: Multiple Manual Checks</a>	

### Facsimiles

#### A. Manual Paycheck Request

<b>MANUAL PAYCHECK REQUEST</b>	
DATE:	_____
PAYEE:	_____
DEPARTMENT:	_____
CLOCK:	_____
GROSS AMOUNT:	_____
CHECK #	_____
BANK ACCOUNT #	_____ 5330075092 _____
REQUESTED BY:	_____
APPROVED BY	_____

[Return](#)

*For more information contact us*  
[Loretta K. Pienta](#)



# I10: Manual Payroll Checks

Effective Date: May 2, 2003

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

<a href="#">Purpose and Scope</a>	<a href="#">Authority and Responsibility</a>	<a href="#">References</a>
<a href="#">Definitions</a>	<a href="#">Comments</a>	<a href="#">Questions</a>
<a href="#">Check Production Timeline</a>	<a href="#">Emergency Check Production</a>	<a href="#">Facsimile: Manual Check</a>
	<a href="#">Facsimile: Multiple Manual Checks</a>	

## B. Multiple Manual Paycheck Request

<b>Multiple Manual Paycheck Requests</b>	
DATE: _____	
NAMES: _____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
CHECK # _____ to _____	
BANK ACCOUNT # _____ 5330075092 _____	
REQUESTED BY: _____	
APPROVED BY: _____	

[Return](#)

**For more information contact us**  
[Loretta K. Pienta](#)



## I10: Manual Payroll Checks

Effective Date: May 2, 2003

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

<a href="#">Purpose and Scope</a>	<a href="#">Authority and Responsibility</a>	<a href="#">References</a>
<a href="#">Definitions</a>	<a href="#">Comments</a>	<a href="#">Questions</a>
<a href="#">Check Production Timeline</a>	<a href="#">Emergency Check Production</a>	<a href="#">Facsimile: Manual Check</a>
	<a href="#">Facsimile: Multiple Manual Checks</a>	

### Questions

Questions pertaining to manual payroll checks should be directed to Payroll Supervisor, X5190.

[Return](#)

***For more information contact us***  
[Loretta K. Pienta](#)



## I10: Manual Payroll Checks

Effective Date: May 2, 2003

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

<a href="#">Purpose and Scope</a>	<a href="#">Authority and Responsibility</a>	<a href="#">References</a>
<a href="#">Definitions</a>	<a href="#">Comments</a>	<a href="#">Questions</a>
<a href="#">Check Production Timeline</a>	<a href="#">Emergency Check Production</a>	<a href="#">Facsimile: Manual Check</a>
	<a href="#">Facsimile: Multiple Manual Checks</a>	

### Comments

Please email [Loretta Pienta](mailto:Loretta.Pienta@niu.edu) your comments and suggestions.

[Return](#)