



HUMAN RESOURCES

REQUEST FOR SUBSTITUTE PAYCHECK

1. Request for permanent, temporary, and graduate student employees: HR completes.

Request for undergraduate student employees: Hiring department completes.

2. The completed and signed form should be forwarded to the Payroll Department along with a copy of an approved personnel action and statement from the hiring department explaining the need for the Substitute Paycheck.

Employee Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Gross Salary or Total Hours Due: \_\_\_\_\_

Original Pay Date: \_\_\_\_\_

Reason for the Substitute Check Request:
\_\_\_\_\_
\_\_\_\_\_

HR (perm, temp, grad) : \_\_\_\_\_ Date \_\_\_\_\_

Departmental Budget Authority: \_\_\_\_\_ Date \_\_\_\_\_
(Undergraduate Student Employees Only)

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Payroll Tech: \_\_\_\_\_ Date \_\_\_\_\_

Payroll Manager: \_\_\_\_\_ Date \_\_\_\_\_

Payroll ID: \_\_\_\_\_ Payroll History Date: \_\_\_\_\_

Payroll Document Number: \_\_\_\_\_ Check Date: \_\_\_\_\_

Finance Document Number: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Completed: \_\_\_\_\_

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Certification Payment Was Received:

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_