



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)

Payroll Tech: _____ Date _____

Payroll Manager: _____ Date _____

Payroll ID: _____ Payroll History Date: _____

Payroll Document Number: _____ Check Date: _____

Finance Document Number: _____ Date: _____

Processed By: _____ Completed: _____

Certification Payment Was Received:

Employee's Signature: _____ Date _____