### Payroll

### Manual Checks (5.10.10)

**POLICY**

In cases where the required forms are not received in the appropriate offices by the payroll cutoff dates, payment will be made on the next available pay date (15th or end of month). If the amount of pay due is greater than $100 and the delay of pay will result in a financial hardship to the employee, he/she may request a manual check. The request must be approved by the employee's department head and forwarded to Human Resources..

**REFERENCES**

Manual Payroll Request Form