

- Manual Payment Requests are due to HR by 5:00pm on Fridays.
 - Any requests received after the deadline will be delayed a week.
- Requests will be processed for payment the Thursday after the normal pay day regardless of payment type.

Please check appropriate box	
Administrator/Faculty	<input type="checkbox"/>
Classified	<input type="checkbox"/>
Affiliate Faculty	<input type="checkbox"/>
Student Hourly/Work-study	<input type="checkbox"/>
Admin/Classified Hourly	<input type="checkbox"/>

Student Supervisors -

- It is important to remind students to submit in their timesheets on time.
 - If a student DID NOT start or submit their timesheet they will be delayed one payroll period and a manual payment will not be issued.
- Supervisors should also have a proxy designated in WebTime Entry to reduce missed approvals.

Department: _____

Phone Number: _____

Supervisor Name: _____

Payroll # and year: _____

How many checks are you requesting?

Name and 900 # of Employee(s)	1.	2.
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Explanation: _____

Is this for the Normal Pay Day? YES NO Pay Day is: _____

Select preference of disbursement: Direct Deposit (Acct. Information on File with Payroll)
 Pick up at Cashier's Office (typically available after 3pm)

Please make sure to indicate on the timesheets which FOAP to use for each employee.

FIRST AND/OR SECOND REQUEST FOR THE FISCAL YEAR

REQUIRED SIGNATURES:

Supervisor: _____ Date: _____

Chair/Director: _____ Date: _____

THIRD OR SUBSEQUENT REQUEST FOR THE FISCAL YEAR

Vice President: _____ Date: _____

Please email this form with the appropriate signed timesheet(s) to humanresources@msudenver.edu or hand deliver to SSB 310.

For Human Resources Use Only				
Date Received in HR	Accept Request:	Yes	No	Signature: