Manual Payment Request
SM Payroll

Name and 900# of Employee(s)	:	1. 4. 2. 5. 3. 6.
Position	:	
Supervisor Name	:	
Payroll#	:	
Reason for manual	:	

FIR~~ST~~ AND/OR SECOND REQUEST FOR THE FISCAL YEAR REQUIRED SIGNATURES:

Supervisor:

THIRD OR SUBSEQUENT REQUEST FOR THE FISCAL YEAR

VP or Chair:

Manual Payments are due by 5pm on Thursdays for payment on the following Tuesday and on Mondays by 5pm for payment on the following Friday.

Please email this form with the appropriate signed timesheet(s) to studentemployment@msudenver.edu