

Chabot-Las Positas Community College District

SPECIAL PAYROLL CHECK REQUEST

REQUESTOR

| | | | |
|--------------|----------------|-------------------|--------------|
| | | | |
| Name: | Phone # | Department | Date: |

EMPLOYEE INFORMATION

Last Name: _____
 First Name: _____
 W#: _____
 Phone #: _____
 E-mail: _____

REASON WHY CHECK WAS NOT INCLUDED IN REGULAR PAYROLL

| | |
|--------------------------|--|
| <input type="checkbox"/> | Late submission of contract or paperwork |
| <input type="checkbox"/> | Late time-reporting from employee |
| <input type="checkbox"/> | Errors occurred in _____ |
| <input type="checkbox"/> | System error _____ |
| <input type="checkbox"/> | Other issues _____ |

PAYROLL DISTRIBUTION METHOD

If Employee has Direct Deposit, payment will be sent to direct deposit account(s)

Mail check to Employee
 Employee to pick up check at the District Payroll Office

Address: _____

EXPLANATION/CALCULATIONS

CORRECTIVE ACTIONS TO PREVENT REOCCURRENCE

| | | |
|-------------------------------------|----------------------------------|------|
| Supervisor/Manager's (Print Name) | Supervisor/Manager's Signature | Date |
| College Vice-President (Print Name) | College Vice-President Signature | Date |

PAYROLL OFFICE USE ONLY

| | | |
|--------------------------|---------------------|--------------------------------|
| Payroll Manager Approval | Date | Check pick up date/time: _____ |
| Check Issue Date: _____ | Check Number: _____ | Check Amount: _____ |

submission of completed form is not a guarantee that a manual check will be issued