

## Supplemental Check Request

Last Name	First Name	Datatel ID	Pay Rate or Total LEH
Position Title		Datatel Acct #	Pay Period Ending Date
<b>Classification:</b> <input type="checkbox"/> Work Study <input type="checkbox"/> Hourly <input type="checkbox"/> Classified <input type="checkbox"/> Prof/Tech <input type="checkbox"/> Adjunct Faculty <input type="checkbox"/> Full-time Faculty		<b>Reason for Check Request:</b> <input type="checkbox"/> PA not input on hourly web page * <input type="checkbox"/> PA not approved on hourly web page * <input type="checkbox"/> W4 and/or I9 submitted late * <input type="checkbox"/> Faculty Assignment not entered in Datatel ** <input type="checkbox"/> Faculty Assignment not approved by Dean ** <input type="checkbox"/> ACCeTime not submitted * <input type="checkbox"/> ACCeTime not approved * <input type="checkbox"/> Other _____  * For hourly pay, please indicate PA# _____ ** Attach copy of XFC3 screen.	

**NOTE: Checks to be direct-deposited will be transmitted to employees' banks on the supplemental pay date. Funds will be available in employees' bank accounts within 1–2 business days.**

All signatures are required before request can be processed.

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Immediate Supervisor—Print name      Date      Ext      Department

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Signature, Level II Supervisor      Date      Ext      Department

**Approved form due in HR Records as per “Supplemental Check Run Schedule” published on the HR Payroll web site and in the “Employment Procedures, Salary Schedules & Classification” book.**