

Virginia Polytechnic Institute and State University  
**MANUAL PAYMENT REQUEST FORM**  
**SALARY, SUMMER SCHOOL OR STIPEND**

Requests must be received by **11 am** on the 2nd business day after the last regularly scheduled payday.

PAYROLL ID (Circle one): SA (Staff, FA, P14, GA) SS, ST

EMPLOYEE LAST NAME: \_\_\_\_\_

FULL VT ID NUMBER: \_\_\_\_\_

PAY PERIOD(S) OMITTED: \_\_\_\_\_

FUNDING: \_\_\_\_\_ DEPARTMENT NUMBER: \_\_\_\_\_

POSITION & SUFFIX : \_\_\_\_\_

Please check this box verifying that the position has been entered and approved in Banner prior to submitting request.

EFFECTIVE DATE OF POSITION: \_\_\_\_\_

SEMI MONTHLY PAY RATE: \$ \_\_\_\_\_

REASON FOR MISSED PAYMENT \_\_\_\_\_

ACTION TAKEN TO PREVENT FUTURE MISSED PAYMENT: \_\_\_\_\_

When possible, missed payments should be included as retro pay on the next regular payroll cycle. Before this request is submitted, please discuss with employee if they can wait to receive a retro payment. Please check here verifying this has been done

Manual payments will be sent via direct deposit to the employee's account listed as "Other VT Payments". Please have the employee verify their account in Hokie Spa.

Payments are processed for transmittal to the employee's bank on the 5th business day following the last regular payday. Actual posting date is dependent upon the employees financial institution.

If this form is not received with complete information, it will be returned to the requestor for correction prior to processing.

I understand the above statement.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
DATE

*If employee or department head are not available for signature, please have them provide an email approval in lieu of signature, which should then be attached to this form and then submitted to the Payroll Dropbox.*