Virginia Polytechnic Institute and State University

MANUAL PAYMENT REQUEST FORM

WAGE

Requests must be received by 11 AM on the 2nd business day after the last regularly scheduled paydate.

EMPLOYEE LAST NAME: ____________________________

FULL VT ID NUMBER: ____________________________

PAY PERIOD(S) OMITTED: ____________________________

FUNDING: ____________________________ DEPARTMENT NUMBER: ____________________________

POSITION # & SUFFIX: ____________________________

EFFECTIVE DATE OF POSITION: ____________________________

HOURLY PAY RATE: $ ____________________________

TOTAL HOURS WORKED PER PAY PERIOD: ____________________________

HOURS PER WEEK:

- Week 1
- Week 2
- Week 3

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.

*If assistance is needed with Timeclock Plus entry, please email timeclock@vt.edu.