

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

Please check this box verifying that the hours have been verified by the supervisor; and entered and approved in TimeclockPlus if applicable, prior to submitting request.*
Retro hours cannot be entered in BTE once the payroll period has completed.

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.