

Supplemental Payroll (Manual Payroll Checks)

- Manual and supplemental checks are authorized and processed on a supplemental payroll.
- A Supplemental Check Request form must be completed and submitted with written justification to the Payroll Department.
- The form must be signed by the Supervisor/Dean and the area Vice President before being sent to the Payroll Department.
- Supplemental Check Requests are processed once a month, approximately two weeks after the payroll has run.
- Manual payroll checks must be approved by the Payroll Manager and/or the District Vice President of Administration. When requesting a manual check, use the Supplemental Check Request form and indicate “Manual Check” at the top of the form.