Manual Check Request Form

Date:	
Employee Name:	
Project Number:	
Date Check Needed:	

Reason for check:

Lost or Stolen		To replace erroneous ADP check	
Employee Separation		Stop pay issued, attach pay request	
Late Timesheet		UCorp Error (explain below)	
Project Error (explain below)		Other (explain below)	

Additional explanation:

Calculation for Hourly Employee:

Hourly Rate	Hours Worked	Overtime Hours	Vacation Hours Payout	Total Gross

Calculation for Salaried Employee:

Monthly Salary	Percentage Worked	Overtime Hours	Vacation/Personal Day Payout	Total Gross

Disposition of check (select one):

Hold for Pick Up	Mail	Other (explain)	

If separating, does employee have benefits:

Yes	Please mail/include COBRA information
	Employee has already received COBRA information
No	
N/A	

Requested by:	

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