

Checks ready for pick up the day after Manual payroll is due

MANUAL PAYROLL REQUEST

_____	District Pick Up
_____	Send AV
Employee Pick Up _____	

District #: _____

District Contact: _____

- COMPLETE: **A) Cancel:** when lost check was reissued through AP, revolving, or supplemental payroll, employee never should have been paid, or incorrect amount was paid
- B) Reissue:** for lost checks to be reissued on Manual Payroll
- C) Create Manual Pay:** for when employee needs to be paid or pay history needs to be corrected

A) CANCEL Paycheck: (SCOE sets up)

Check # _____

Check date _____

Check \$ _____

1. Check Status Request sent to SCOE to Stop Payment: Yes__ or No__

2. Please attached the following*:

a) Copy of original Payroll History Snapshot

3. How was the Paycheck Reissued to the EE?

a) EE Paid from:

Revolving	<input type="checkbox"/>
AP	<input type="checkbox"/>
Sup Payroll	<input type="checkbox"/>

b) EE Never Should Have Been Paid

4. When Reissue was paid through Revolving or AP, on which payroll has the Pay History been created? _____

OR

5. REPROCESS PAY works when the EE has not subsequently been paid:

a) Check Box when you want to Reprocess Pay on this Manual Payroll

b) Attach the Pay01

***Email form along with attachments to both: jsarsfield@scoe.org & carend@scoe.org**

B) REISSUE Paycheck: (SCOE sets up)

Check # _____

Check date _____

Check \$ _____

1. Check Status Request sent to SCOE to Stop Payment: Yes__ or No__

2. Please attached the following*:

a) Copy of original Payroll History Snapshot

***Email form along with attachments to both: jsarsfield@scoe.org & carend@scoe.org**

C) CREATE MANUAL PAY: (District sets up but SCOE to "submit")

Please attach the following*:

a) Pay 01a

b) Errors have been corrected or explained

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