

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 5.6  
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Effective: July 1, 2010

Supersedes: Procedure 5.6 dated July 15, 2006

Applies To: System Office and Colleges

Procedure Responsibility: KCTCS Office of Payroll

## **Manual Payroll Check Request**

Section 5.6.1 – General

Section 5.6.2 – Requirements for Manual Check Requests

### **Section 5.6.1 – General**

In the event an employee did not receive a paycheck for the regular scheduled pay period, a request to KCTCS Office of Payroll must be submitted to receive a hard copy check created by the manual check process. Direct deposit is not available for payroll checks paid outside of a regular payroll cycle.

### **Section 5.6.2 – Requirements for Manual Check Requests**

- A. The college payroll office completes a manual check request form (PR91) with required approval signatures (must have two (2) authorized signatures i.e., payroll, HR, and/or business officer) and completes the reason for request.
- B. The college payroll office must then forward the approved form to KCTCS Office of Payroll for processing per the stipulated deadline for receipt for that specific pay period. Note: After pay lines have been created for the forthcoming payroll, manual check requests are not available for processing. Requests received after the deadline cannot be guaranteed to be processed and available on payday.
- C. Information on the form will be verified and entered into PeopleSoft HRMS by KCTCS Office of Payroll staff.
- D. A payroll check is generated manually at the KCTCS Office of Payroll.
- E. The payroll check is sent to the appropriate college for distribution to employee.

**END OF PROCEDURE**