

## Payroll Action Request Form Instructions

- **Name, Pace ID & Position #:** enter the employee information
- **Campus:** select from drop down list
- **Earn Code:** enter earn code associated with the position that you are using to request payment. If unsure, leave blank
- **Employee Type:** select from drop down list
- **Status:** select from drop down list
- **Please perform the following:** check the appropriate selection box (Hand Drawn Check, Final Check, etc.)
- **Payroll Ending:** enter the end date for the intended payroll. If you are requesting a check effective 7/1, the payroll ending would be 7/15 (it will either be the 15<sup>th</sup> or the last date of the month 28, 29, 30, 31).
- **Normal Handling:** most hand check requests or other actions are processed using the normal handling with a 2-3 days turnaround time, factoring the blackout periods (refer to [Payroll Calendar](#)).
- **Rush:** is used based on circumstances and need
- **Action Taken:** check appropriate box
- **Show Calculation If Necessary:** provide a brief but clear calculation of the payment(s)- full payment, short pay differences etc.
- **Reason For Action/Special Instruction:** must be brief but clearly stated for clarity and validation.
- **Action Date:** enter the date you are initiating the request
  - **New old salary/rate:** enter if applicable
  - **Period Covering:** enter begin and end periods (i.e. 7/1-7/15 or 7/16-7/31)
  - **Void Amount:** enter if applicable (use only for void requests)
  - **Void Check #:** enter if applicable (use only for void requests)
  - **Credit Hr. Modification:** use for Adjunct requests only
  - **Amount Requested:** enter the result from “**Show Calculation If Necessary**” or the amount you are requesting payment for
  - **Check Distribution:** select from the drop down list
  - **Check requested for:** Check appropriate box selection
  - **Requested by:** enter name of requestor (department head)
  - **Approved by: (HRIS)** Human Resources Information Systems dept. head
- **Reset:** will clear form