

**Human Resources**

222 Administration Building • Fayetteville Arkansas 72701 • (479) 575-5351 • (479) 575-6971 (FAX)

**Payroll-Hourly Manual Check Request**

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Amount to pay:** \_\_\_\_\_

**Check will be available for pick up in the Arkansas Union room 214 with a picture id.**

**Email or phone # for notification when ready:** \_\_\_\_\_

**Reason for request:**

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**Hourly Wage Rate BU:** \_\_\_\_\_

**Hourly Title Code:** \_\_\_\_\_

**WR Sequence:** \_\_\_\_\_

**Manual check fee is \$50.00 per check**

**Category:** \_\_\_\_\_

**Company Cost Center:** \_\_\_\_\_

**Account #:** \_\_\_\_\_

**(This fee can not be charged to a grant or cost sharing)**

**HTA Approver Signature:** \_\_\_\_\_ **HTA**

**Approver Signature:** \_\_\_\_\_

**Person initiating this form:** \_\_\_\_\_ **Phone**

**Number:** \_\_\_\_\_ **E-mail address:**

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**HR USE ONLY**

**I9-DF** \_\_\_\_\_

**ADJ #** \_\_\_\_\_

**NRA** \_\_\_\_\_

**Date processed** \_\_\_\_\_

**Please fax this completed form to Payroll at (479)575-6971.**

The University of Arkansas is an equal opportunity/affirmative action institution.