



DEPARTMENTAL ONLINE WARRANT REQUEST

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---------------------------------------|----------------------|------------------------|------------------|-------|-------|-------|-------|--|--|--------------------|--|---|--|--------------------|--|-----------------|--|--|--|-----------------------|-----------------------------|-------------------------------|--|-------------------------------------|--|--|--|-------------------------|--|-------------------|--|-----------------------------|--|--|--|---|--|---------------------------------------|--|
| Date of Request: _____ | Pay Period(s) Error Occurred : _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Requesting Department: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department Rep Name _____ <i>(Please type or print Last Name, First Name)</i> | Phone# _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department Rep Signature _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Name: _____ <i>(Please type or print Last Name, First Name)</i> | Employee ID# _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reason For Request : <i>(Check the appropriate box)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Employee received less than 80.0 hours for the pay period (Signed timesheet must be attached) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Employee received no paycheck (Signed timesheet must be attached) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Other (Explain in detail below). _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Requests received by 10:00 am will be mailed by Central Payroll the following business day with a cover letter to explain the reason for the check. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> If mailing the check will create a hardship, check the box and Central Payroll will contact the employee when the check is available for pickup. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ Employee Contact # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAYROLL USE ONLY | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Warrant #</td> <td style="width:25%;">Warrant Date:</td> <td style="width:25%;">Warrant Amount:</td> <td style="width:25%;">Control #</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td colspan="2">Warrant Issued by:(initial) _____</td> <td colspan="2">Date: _____</td> </tr> <tr> <td colspan="2">Payroll Approval:(initial) _____</td> <td colspan="2">Date: _____</td> </tr> <tr> <td colspan="4" style="text-align: center;">Initials</td> </tr> <tr> <td>_____ Pay Rate</td> <td>_____ Pay Check Data</td> <td colspan="2">_____ \$61.00 Verified</td> </tr> <tr> <td colspan="4">Employee Pickup Information:</td> </tr> <tr> <td>_____ Print Name</td> <td>_____ Employee Signature, if picking up</td> <td colspan="2">_____ Date</td> </tr> <tr> <td colspan="4">Mailing Information:</td> </tr> <tr> <td colspan="2">_____ Date Mailed by Central Payroll</td> <td colspan="2">_____ Central Payroll Initials</td> </tr> </table> | Warrant # | Warrant Date: | Warrant Amount: | Control # | _____ | _____ | _____ | _____ | Warrant Issued by:(initial) _____ | | Date: _____ | | Payroll Approval:(initial) _____ | | Date: _____ | | Initials | | | | _____ Pay Rate | _____ Pay Check Data | _____ \$61.00 Verified | | Employee Pickup Information: | | | | _____ Print Name | _____ Employee Signature, if picking up | _____ Date | | Mailing Information: | | | | _____ Date Mailed by Central Payroll | | _____ Central Payroll Initials | |
| Warrant # | Warrant Date: | Warrant Amount: | Control # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warrant Issued by:(initial) _____ | | Date: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payroll Approval:(initial) _____ | | Date: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Initials | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ Pay Rate | _____ Pay Check Data | _____ \$61.00 Verified | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Pickup Information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ Print Name | _____ Employee Signature, if picking up | _____ Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mailing Information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ Date Mailed by Central Payroll | | _____ Central Payroll Initials | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Fax Completed forms to (951) 955-3814 Central Payroll