Date: August 7, 2024

To: All Campus Employees

FROM: Christopher Hickman, CFE
             Director of Administrative Services

RE: **Manual Payment Requests**

Effective August 16, 2024, the Payroll Office is implementing a new procedure for processing manual payments.

Key Changes in the Procedure:

1. **Request Submission:**
   o All requests for manual payments must be submitted via the On Demand Payment Request Form. This form can be found under the Payroll Forms section of the HR section of the UAPB website. Click on the Manual Check Form link.
   o The form must be completed in full, including all required signatures.
2. **Department Fee:**
   o A processing fee of $150 will now be charged for each manual payment request.
   o Fees will be charged to the requesting department's budget.
3. **Approval Process:**
   o Manual payment requests must be approved by the department head before submission to the Payroll Office.
   o Once approved, the request form should be emailed to payrolloffice@uapb.edu.
4. **Processing Time:**
   o Requests submitted before noon will be processed on that day. Any request submitted after noon will be processed the following day.
   o Processing will follow the payroll calendar located in the HR section of the UAPB website. The payroll calendar provides a window for processing manual payments and we will not process any manual payments outside of the window.
5. **Notification:**
   o The requesting department will receive a confirmation email once the manual payment has been processed.

We appreciate your cooperation and understanding as we transition to this new procedure. Should you have any questions or require further clarification, please do not hesitate to contact Christopher Hickman, Director of Administrative Services at (870) 575-8405.

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