



EXCEPTION (SPECIAL) CHECK REQUEST

Exception (Special) Checks are outside the normal Payroll processing cycle and represent an exception to the University's normal business operation. They should only be requested if the employee expresses a potential financial hardship because of a delayed payment. These payments follow an active direct deposit process. Payroll will attempt to notify an employee if/when a live check is ready for pick-up. An Employee must provide a photo ID in order to pick up a check at the Payroll Office.

Name: _____ Employee ID: _____

Department: _____ Today's Date: _____

If paid hourly: Number of hours needing to be paid: _____

-OR-

If paid monthly: Dollar amount needing to be paid: _____

Payroll period for requested payment: _____

Reason for requesting Exception check:

____ Paperwork submitted after deadline

____ Paperwork submitted with error(s)

____ Time not entered into MaineStreet

____ Time entered incorrectly

____ Time not approved by deadline

____ Other: _____

Supervisor requesting Exception check: _____

Supervisor's signature: _____

Please fax completed form to Payroll at 581-2373.

RH 4/11