

2010 Special Payroll Check Request Calendar**
As of October 1, 2009

The Special Payroll Check Request Calendar was created to accommodate payments to employees due to late timesheets and/or adjustments. All special checks are contingent upon review and approval by RCUH Human Resources.

Project deadline for submitting request along with proper supporting documentation***	Check run
1/12/2010	1/14/2010
1/27/2010	1/29/2010
2/10/2010	2/12/2010
2/24/2010	2/26/2010
3/10/2010	3/12/2010
3/25/2010	3/30/2010
4/12/2010	4/14/2010
4/27/2010	4/29/2010
5/12/2010	5/14/2010
5/26/2010	5/28/2010
6/9/2010	6/14/2010
6/25/2010	6/29/2010
7/12/2010	7/14/2010
7/27/2010	7/29/2010
8/11/2010	8/13/2010
8/25/2010	8/27/2010
9/10/2010	9/14/2010
9/27/2010	9/29/2010
10/12/2010	10/14/2010
10/27/2010	10/29/2010
11/9/2010	11/12/2010
11/24/2010	11/29/2010
12/10/2010	12/14/2010
12/27/2010	12/29/2010

**The Special Payroll Check Request Calendar is subject to change at any time.

*** Proper supporting documentation includes:

- 1) Employee's timesheet for the applicable pay period signed by both the employee and the PI (or designated alternate). Unsigned timesheets will not be accepted.
- 2) A memo signed by the PI (or designated alternate) explaining the error/tardiness, the reason for the error/tardiness, and explaining what internal measures are being taken to ensure that it does not repeat itself in the future. The memo must also clearly indicate that a special check run is requested and for which date.

Failure to provide all necessary and complete documentation by the deadline set forth above will void your request for a special check run and payment will instead be made on the next available payday.

Please call the Payroll Department at 956-7624, 7239, or 6722 should you have any questions or need assistance.