

## RUSH CHECK REQUEST DUE TO ADMINISTRATIVE ERROR For Medical Center & Campus Bi-weekly Employees

Administrative delay rush check payments are to pay employees who did not receive pay on their regularly scheduled payday due to late notice, miscalculated pay or processing errors. **This form is only to be used to pay BIWEEKLY paid employees.** To request administrative delay payments for monthly paid campus employee please use the form located [at this link](#).

### Requests:

- Must be received by **11:00am in the HBS Processing Center** for same-day processing and next-business-day paper check pick-up. Requests received after 11:00am will be processed the following business day.
- Direct deposit payments will be sent to the employee's bank account by the third business day after the process date, and will be posted subject to that financial institution's posting deadline.

### SECTION I –Completed by the DEPARTMENT

#### Instructions:

- ☐ Complete a history timesheet in HBS
- ☐ Complete section I of this form and save the form as a Word document
- ☐ Submit form to HBS Processing Center as an attachment to: [HBSPROCTR@ucsfmedctr.org](mailto:HBSPROCTR@ucsfmedctr.org)
- ☐ Notify the employee of when the paper check or direct deposit will be available, and that all applicable deductions and taxes will be withheld.

#### FORM SUBMITTED BY

Name	Phone Number	Email

#### EMPLOYEE INFORMATION

Employee Name	Employee ID #	Home Department Name and Dept ID:

#### REQUEST INFORMATION

Bi-Weekly Pay Period Start & End Dates	# of Hours	Date Check Needed	Pay Disposition

#### Comments:

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#### If Paper Check Requested, Select Delivery Method

Check pickup by <b>Employee</b> (Photo ID Required)	Check pickup by <b>Department</b> (Specify Department Contact)	<b>Name:</b> <b>Phone:</b>
Check is to be <b>mailed</b> by FEDEX (USPS is not allowed)	<b>Name:</b> <b>Address:</b>	<b>City/State:</b> <b>FedEx Acct # (Required):</b>

*Check cannot be picked-up by preparer or approver for internal controls purposes. All checks picked up at MCB 425 Reception Desk.*

### SECTION II –Completed by HBS PROCESSING CENTER

**Instructions:** Print, sign, and fax to Campus Payroll 415-920-2513 along with screen print of the HBS retro results.

#### REQUEST PROCESSED BY

HBSPC Preparer	Phone Number	Processing Date

#### Pay Period, Amounts and Pay Dates (Refer to Screen Print for HBS Retro Results)

HBS Pay Option <i>(Should Be Manual Pay):</i>		
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#### Authorization (HBSPC Supervisor):

Printed Name	Signature	Date

### SECTION III – Completed by Payroll Services

Processed by	Reviewed by
Date Processed: Net Amount:	ORCA Screen: <b>OPT1</b> Check #
	Liability Account: <b>16084</b>