Emergency Checks

Purpose

To provide payment to employees who do not receive their regular payroll check due to electronic appointments or timesheets not approved by the payroll deadline.

Policy

Emergency checks can be requested for hourly and monthly employees. These checks will be recouped on the employee’s next available regular payroll check. Emergency checks cannot be direct deposited into an employee’s bank account and cannot be issued for:

1. An unapproved monthly appointment.
2. An unapproved Hourly Payment Document (OV1).
3. A Flat Rate Payment Document (OV2).
5. A Dept Vacation/Float/Holiday Pay Document (OV6).
6. A Professional Services Payment Document (OV7).

Procedures

Emergency checks are NOT regular payroll checks. These checks are best estimates of the net pay based on actual payroll information.

Hourly Employees:

The department requesting an emergency check must send an e-mail to the Payroll Office (payroll@utep.edu). The email must include:

- The explanation of circumstances requiring an emergency check.
- The employee’s name and UT EID.
- The pay period dates, the gross pay amount, and the account number the emergency check is being paid from.
- An attached coversheet copy of the approved OV1 or the document ID for the approved OV1.

Monthly Employees:

The department requesting an emergency check must send a memo signed by the account signatory to the Budget Office (Administration Building Room 402). In lieu of a memo, the account signatory may send an email to budgetoffice@utep.edu requesting the emergency check. The memo and/or email must include:

- The explanation of circumstances requiring an emergency check.
- The employee’s name and UT EID.
- The pay period dates, the gross pay amount, and the account number the emergency check is being paid from.

Emergency checks requested before 10:00 a.m. will be available for pick-up in the Payroll Office after 3:00 p.m. the same day. Emergency Checks requested after 10:00 a.m. will be available for pick-up after 3:00 p.m. the following day.
Applicability

All University employees.

Responsible Party

Comptroller