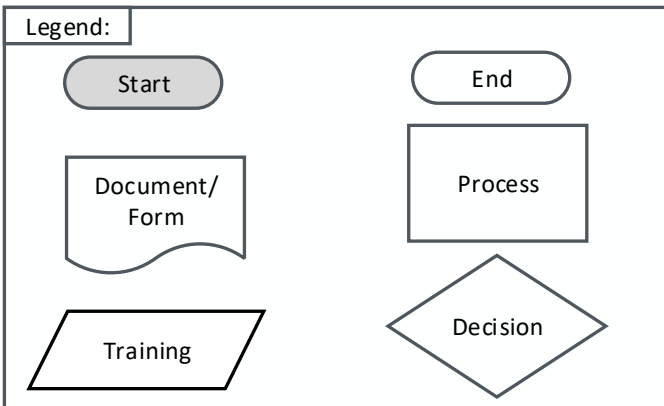
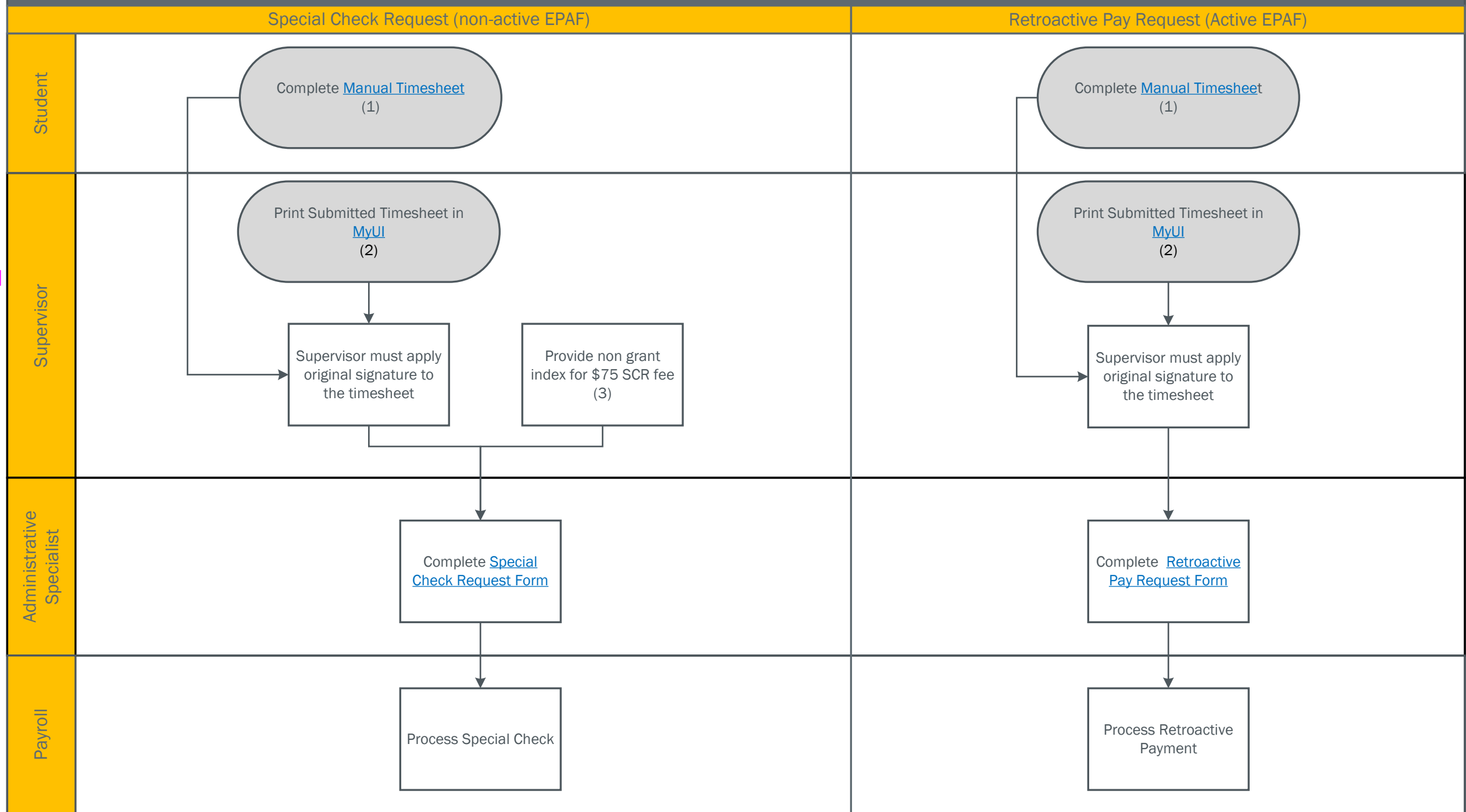


# Special Check & Retroactive Pay Request



**Notes:**

- Student didn't submit time sheet: Manual timesheets are required if the student failed to submit their timesheet in MyUI before the deadline.
- Faculty didn't approve time sheet: Copy of electronic timesheet is used if the supervisor failed to approve the timesheet in MyUI before the deadline.
  - MyUI > Employee Self-Service > Web Time Entry > Approvals > Approve or Acknowledge > Print Student Timesheet > Apply Signature
- Payroll charges a \$75 fee for each Special Check Request. This fee is not allowable on a grant index.
- Non-active EPAF indicates that the appointment has already terminated and the student is no longer employed at the time the Special Check Request Form (SCR) is submitted.
- Active EPAF indicates that the student is still employed at the time the Retroactive Pay Request Form (RPR) is submitted.
- See Retroactive Pay Request Form and Special Check Request Form for additional details regarding processing and approval.

|                               |           |
|-------------------------------|-----------|
| FILENAME                      |           |
| RPR and Special Check Request |           |
| DRAWN BY                      | REVISED   |
| Brooke Dahmen                 | 4/25/2024 |