

Handdrawn Warrant

The handdrawn has been revised and updated with current earnings codes and procedures.

The new handdrawn form has:

- Updated earnings codes such as RGN and CRX
- Current links to SBS and procedures
- A section to write the date and time of term for involuntary terms so we can better coordinate timing in meeting state guidelines on compliance

Reasons for submitting a handdrawn include:

- Involuntary termination ^[1] (including layoffs)
- Pay to process in conjunction with an overpayment ^[2]
- Lost check replacement
- Employee passed away
- Employee has retired (and therefore the department no longer has access to the position)
- Department no longer has access to pay employee due to system limitation (earnings date is prior to 12/2015, for example)

All other pay should be entered in CU Time for the offcycle ^[3].

Please contact ES Payroll before submitting a handdrawn for any reason not listed above. Please include the ES approver name and reason in the comments on the form.

After completing the form and obtaining all required signature, please use the 'Submit form to ES' button for processing.

Source URL:<https://www.cu.edu/employee-services/policies/handdrawn-warrant>

Links

[1] <https://www.cu.edu/hcm-community/termination> [2] <https://www.cu.edu/docs/notice-overpayment-form>

[3] <https://www.cu.edu/docs/sbs-manually-entering-reported-time>