

## **The Handdrawn Warrant form has been revised and updated** <sup>[1]</sup>

March 30, 2018 by [Employee Services](#) <sup>[2]</sup>

The [Handdrawn Warrant form](#) <sup>[3]</sup> has been revised and updated with current earnings codes and procedures.

**Note:** This form works best with Firefox and Internet Explorer browsers.

### **The form now features:**

- Updated earnings codes such as RGN and CRX.
- Current links to step-by-step guides and procedures.
- A section to write the date and time of term for involuntary terms, so Payroll can better coordinate timing and meet state compliance guidelines.

### **Reasons for submitting a Handdrawn form include:**

- Involuntary termination, including layoffs.
- Pay to process in conjunction with an overpayment.
- Lost check replacement.
- The employee passed away.
- The employee has retired and the department no longer has access to the position.
- The department no longer has access to pay the employee due to a system limitation. For example, the earnings date is prior to December 2015.

### **All other pay should be entered in CU Time for the off-cycle** <sup>[4]</sup>.

If submitting a [Handdrawn form](#) <sup>[3]</sup> for any reason not listed above, contact Payroll at **303-860-4200, option 2** or email [HCM\\_Community@cu.edu](mailto:HCM_Community@cu.edu) <sup>[5]</sup> and include the Employee Services approver name and a reason in the comments section on the form.

[payroll](#) <sup>[6]</sup>

### **Display Title:**

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### **Send email when Published:**

No

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**Source URL:** <https://www.cu.edu/blog/hcm-community/handdrawn-warrant-form-has-been-revised-and-updated>

### **Links**

<sup>[1]</sup> <https://www.cu.edu/blog/hcm-community/handdrawn-warrant-form-has-been-revised-and-updated>

[2] <https://www.cu.edu/blog/hcm-community/author/10695> [3] <https://www.cu.edu/hcm-community/policies/handdrawn-warrant> [4] <https://www.cu.edu/docs/sbs-manually-entering-reported-time>  
[5] [mailto:HCM\\_Community@cu.edu](mailto:HCM_Community@cu.edu) [6] <https://www.cu.edu/blog/hcm-community/tag/payroll>