# DocuSign - Emergency Paycheck Request (EPR)

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DocuSign is an electronic signature application that enables users to securely sign/approve and send documents for approval from a computer or mobile device, at any time. The DocuSign agreement cloud assists in the entire contract process; preparing, signing, acting on, and managing documents.

## Access

## **Returning User**

Log in to <u>https://www.utrgv.edu/esign</u> with your UTRGV username and password.

## **First-time User**

Activate your esign account and setup your profile. Access to this service is automatically granted to UTRGV Faculty and Staff.

## Department Request to Add Electronic Signature (eSign) to Forms

If you would like to use an electronic signature with a form, you may submit a service request through the IT Support Center to get started.

# Training & Resources

Learn how to use DocuSign with free, self-paced online training. Visit the <u>DocuSign training page</u> for more information.

https://www.utrgv.edu/it/software/docusign/index.htm

## 2. Initiator (Supervisor/Proxy) :

## **PowerForm Signer Information**

UTRGV Emergency Paycheck Request (EPR)

The EPR form has been established for the request of emergency paychecks in the event where extenuating circumstances exist.

To ensure the expeditious delivery of email invitations to all designated signatories to execute the document, it is essential to accurately provide the appropriate name and email address for each designated signatory role indicated below.

Please note that providing an incorrect email address will cause the form to be null and void, and you will need to recreate it.

For any inquiries or assistance, please feel free to reach out to the Payroll Office at 956-665-2558 or via email at payroll@utrgv.edu.

Please enter your name and email to begin the signing process.

## **Department Contact**

## Your Name: \*

Department Contact Name

## Your Email: \*

department.contact.email@utrgv.edu

Please provide information for any other signers needed for this document.

#### Supervisor

#### Name: \*

Supervisor Name

#### Email: \*

supervisor\_email@utrgv.edu

## Director/ Dept Head/ Dean

#### Name: \*

Director Name

#### Email: \*

director\_email@utrgv.edu

### Vice President for department

#### Name: \*

Vice President Name

#### Email: \*

vicepresident\_email@utrgv.edu

## Notes:

Please click here to access the <u>DocuSign</u> – <u>Emergency Paycheck Request (EPR)</u> link.

Step 1: Supervisor or proxy fill in all the names and emails of signatories corresponding to the employee's department. Once it's complete, click on the 'BEGIN SIGNING'.

Please be advised that the form with incorrect email addresses will be deemed null and void, and the initiator will need to recreate the form.

Please contact us at 956-665-2558 or email payroll@utrgv.edu if you have any questions.

BEGIN SIGNING

## Please Review & Act on These Documents

Pavrol The University of Texas At Rio Grande Valley

An emergency Paycheck request has been routed to you for approval

I agree to use electronic records and signatures.

Please read the Electronic Record and Signature Disclosure.

Powered by DocuSign

CONTINUE

## Notes:

Step 2: The detailed instruction page will be displayed. Please read through the information carefully.

STOP: If you prefer to discuss your employee's specific situation with the Payroll team prior to completing this form, please reach out at 956-665-2558 or email at payroll@utrgv.edu.

If not, then click 'CONTINUE' to start filling out the EPR form on the following page.

Hiring Proposal was not prepared and routed by the supervisor prior to the current month's payroll deadline.

- Change of job data (CJD) was not prepared and routed by the supervisor prior to the current month's payroll deadline.
   Hiring Proposal or Change of job data (CJD) contained incorrect or incomplete information.
- Time records were incomplete and/or approved prior to current month's payroll deadline.
- · Employee failed to complete mandatory employment documents in Human Resources prior to the current month's payroll deadline.
- · Other situations not mentioned above.

#### Other Pay:

Emergency Paycheck Requests will not be issued for

- vacation payout
- overtime
- longevity
- · additional pay: examples include awards, supplements, overloads, cell phone allowances, additional pay earned in addition to base pay, etc.

#### All of above pay will be processed on the next scheduled payroll.

#### **Emergency Paycheck Request - the DocuSign Form:**

The supervisor is required to complete an Emergency Paycheck Request (EPR) form via DocuSign. The form should include the name and email address of the department's contact and approvers for DocuSign approval routing.

Supervisors may assign a proxy/department contact to complete the form. However, the supervisor needs to execute the signature, which will then be forwarded electronically to the next level of departmental approvers as indicated on the form.

Following the departmental approval, the form will be routed to the Payroll Office for assessment. After the Payroll Office concludes the review, the form will route by default to EVPFBA@utrgv.edu.

Upon approval by the Executive Vice President for Finance & Business Affairs and CFO, the completed document will be electronically routed to Payroll for processing, and HR and the supervisor will receive a copy for their records.

#### Payments to Salaried and Waged Employees:

The request should include the employee's name, PeopleSoft Employee ID (not student ID), Employee Record Number, the pay period for which the check is requested, document status, the reason for the request, the cause of emergency situation and missed payroll deadline, statement of employee hardship.

#### Timecards:

Approved copies of timecards for the period being requested for pay must be attached to EPR.

#### Direct Deposit:

All attempts will be made to process the Emergency Paycheck based on the employee's pay method selection; however, depending on the pre-scheduled payroll processing, the payment could result in a check versus direct deposit.

#### Emergency Paycheck Pay Date:

The Emergency Paycheck will be processed based on the availability within the set payroll calendar; this can take from 3-5 business days

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MPLOYEE INFORMATIC	N		
	STAFF FACULTY	WORK-STUDY DIRECT-WAGE	
ame:Employee Name	Employee ID#:600000000 En	mployee Record#:0 Email Address:employee	e.email@utrgv.edu
ampus Location (City): City r	1ame Building/Room	m:9.999	
mergency Paycheck requested for	the period (dates): From:	08/01/2023 To:08	/31/2023
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FINISH

## Notes:

Step 3: Fill in all the fields pertaining to the department, employee, and document status with the correct information, and include a detailed explanation of the reason for EPR.

Notes:

Step 4: Click 'FINISH.'

## UTRGV\_Emergency Paycheck Request



About Docu Sign

Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're in an office, at home, on-the-go -- or even across the globe -- DocuSign provides a professional trusted solution for Digital Transaction Management<sup>TM</sup>.

#### 7

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Department Contact Name: CO	ntact Name				_Email Address: <u>dept_con</u>	tact.email@utrgv.e	edu
EMPLOYEE INFORMAT	ION						
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Name: Employee Name	Employee ID#: 60	00000000	Employee	Record#: 0	Email Address: employee.	email@utrgv.edu	_
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UTRGV\_Emergency Paycheck Request\_Rev\_09.07.2023.pdf

START

2 of 2

FINISH

Notes: Step 6: Supervisor clicks 'Sign.'

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.t., 00/08/2023				
mercian Name: Superviso	r Name			
nploving Department Name: 4	Department Name			
epartment Contact Name: COF	ntact Name		Email Address: dept_co	ontact.email@utrgv.
MPLOYEE INFORMAT	ION			
	🗙 STAFF 🗌 FACULTY	WORK-STUDY	DIRECT-WAGE	
ame: Employee Name	Employee ID#: 6000000	000 Employee Record#: 0	Email Address: employee	.email@utrgv.edu
ampus Location (City): City	name Buil	lding/Room: 9, 999		
nergency Paycheck requested i	for the period (dates):	From: 08/01/2023	To: 08	/31/2023
OCUMENT(S) STATUS	INFORMATION	110111 00/01/2025		/ 52/ 2025
OCOMENT(S)STATUS				
spond to the following:	d document(a) prepared and appreciated	• v	Com. 144 - 144 - 08 (01 (2022	□ No
Hiring Proposal or other require	d document(s) prepared and submitted	when V Ver I	fyes, state date: 08/01/2023	
Hiring Proposal or other require	ad document(a) approved administrativ	ety: X 145 1	fyes, state date: 08/01/2023	- H No
Employee completed mendeter	u apploiments) denvered to Human Re	Y Yes I	fves, state date: 08/01/2023	No No
Timecard(e) prenerated and cubm	itted by Employees	Y Yes I	fyes, state date: 08/01/2023	No
Timecard(s) prepared and strong	card Approver	X Yes I	fyes, state date: 08/01/2023	No
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## Notes:

Last step: Supervisor – After executing the document, click 'FINISH.'

FINISH

## **3.** Approval ( Director/Dept Head/Dean):

UTRGV\_Emergency Paycheck Request



DocuSign NA3 System <dse\_NA3@docusign.net>

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in an office, at home, on-the-go -- or even across the globe -- DocuSign provides a professional trusted solution for Digital Transaction Management<sup>™</sup>.

## Notes:

After the Supervisor concludes the review and executes the document, the request will automatically route to the next level of departmental approvers as indicated on the PowerForm. Director/ Dept Head/ Dean – Click 'REVIEW DOCUMENT' to review the EPR. Department Contact Name: Contact Name

EMPLOYEE INFORMATION

	Q Q ± ₽ ₽ 0
UTRGV	THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY Emergency Paycheck Request
Date: 09/08/2023	
Supervisor Name: Superv	isor Name
Employing Department Nan	ie: Department Name

Email Address: dept\_contact.email@utrgv.edu

X STAFF FACULTY WORK-STUDY DIRECT-WAGE

\_ Employee ID#: 6000000000 Employee Record#: 0 Email Address: employee.email@utrgv.edu Name: Employee Name

Campus Location (City): City name	Building/Room:	9.999					
Emergency Paycheck requested for the period (dates):	From: (	08/01/2	2023		To: 08/3	1/2	2023
DOCUMENT(S) STATUS INFORMATION							
Respond to the following:							
· Hiring Proposal or other required document(s) prepared and sub	mitted:	X	Yes Ifyes, str	te date:	08/01/2023		No
· Hiring Proposal or other required document(s) approved admini	stratively:	x	Yes Ifyes, sta	te date:	08/01/2023		No
· Hiring Proposal or other required document(s) delivered to Hum	an Resources:	x	Yes Ifyes, sta	te date:	08/01/2023	Ц	No
· Employee completed mandatory employment documents:		x	Yes Ifyes, sta	te date:	08/01/2023	Ц	No
· Timecard(s) prepared and submitted by Employee:		x	Yes Ifyes, stz	te date:	08/01/2023	н	No
<ul> <li>Timecard(s) approved by Timecard Approver;</li> </ul>		X	Yes Ifyes, sta	te date:	08/01/2023		No

· Timecard(s) prepared and submitted by Employee: · Timecard(s) approved by Timecard Approver:

Note: In order for an Emergency Paycheck to be processed, all timecards must be in "Approved" status.

• If applicable, will a reversal of direct deposit be required 🛛 Yes 🗶 No

#### REASON FOR EMERGENCY PAYCHECK REQUEST (PROVIDE A DETAILED EXPLANATION)

(Note: Requestor must explain why Hiring Proposal and/or other required document(s) were not prepared/submitted prior to effective date of pay period requested and provide a statement of employee hardship.)

Detailed explanation of reason for emergency request

Supervisor:	Supervisor Name	Supervisor Alune	9/8/2023
APPROVALS:	Print Name	Signature	Date
Director/ Dept Head/ Dean:	Director Name	Diredor Home	9/8/2023
	Print Name	Signature	Date
Vice President:			
REVIEW:	Print Name	Signature	Date
Payroll Department:	Print Name	Signature	Date
FINAL APPROVAL:			
Route by default to EVPFBA@	itrgv.edu	APPROVED NOT AP	PROVED
Comments:			
By:			
Signature of Executive Vic	e President for Finance & Business Affai	rs and CFO Date	

FINISH

## Notes:

Director/ Dept Head/ Dean – After executing the document, click 'FINISH.' 4. Approval (Vice President for the department) :

UTRGV\_Emergency Paycheck Request



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## Notes:

After the Director/ Dept Head/ Dean executes the document, the request will automatically route to the Vice President for the department as indicated on the PowerForm. Vice President for the department - Click 'REVIEW DOCUMENT" to review the EPR.

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_	_				~

Supervisor Name: Superv1	sor Name		
Employing Department Name	E Department Name		
Department Contact Name: _	Contact Name	Email Address: dept_	contact.email@utr
EMPLOYEE INFORM/	ATION		
	X STAFF FACULTY WORK	STUDY DIRECT-WAGE	
Name: Employee Name	Employee ID#: 600000000 Employee	e Record#: <u>0</u> Email Address: <u>employe</u>	ee.email@utrgv.ed
Campus Location (City): Cit	ty name Building/Room: 9.9	999	
Emergency Paycheck request	ed for the period (dates): From: 08/	/01/2023 To: 0	8/31/2023
DOCUMENT(S) STATU	US INFORMATION		
Respond to the following:			
· Hiring Proposal or other req	uired document(s) prepared and submitted:	X Yes Ifyes, state date: 08/01/202	3 No
<ul> <li>Hiring Proposal or other required</li> </ul>	uired document(s) approved administratively:	X Yes Ifyes, state date: 08/01/202	3 No
<ul> <li>Hiring Proposal or other req</li> </ul>	uired document(s) delivered to Human Resources:	X Yes Ifyes, state date: 08/01/202	3 No
<ul> <li>Employee completed manda</li> </ul>	tory employment documents:	X Yes Ifyes, state date: 08/01/202	3   No
<ul> <li>Timecard(s) prepared and su</li> </ul>	abmitted by Employee:	X Vas Ifvas state date: 08/01/202	3 H No
<ul> <li>Timecard(s) approved by Til</li> </ul>	mecard Approver:	A 10 190, Mar and	
Note: In order for an E	mergency Paycheck to be processed, all timecards	s must be in "Approved" status.	
requested and provide a states Detailed explanatio	ment of employee hardship.)		
Supervisor Comments INITIATOR: Supervisor: ADDROVALS:	Supervisor Name	Supervise Asac.	9/8/2023 Date
Supervisor Comments INITLATOR: Supervisor: APPROVALS:	Supervisor Name	Support	9/8/2023 Date
Supervisor Comments INITIATOR: Supervisor: APPROVALS: Director/ Dept Head/ Dean:	Supervisor Name Print Name Director Name	Supervise to Supervise that Signature	9/8/2023 Date 9/8/2023
Supervisor Comments INITIATOR: Supervisor: APPROVALS: Director/ Dept Head/ Dean:	Supervisor Name Print Name Director Name Print Name	Supervise frace	9/8/2023 Date 9/8/2023 Date
Supervisor Comments INITIATOR: Supervisor: APPROVALS: Director/ Dept Head/ Dean: Vice President:	Supervisor Name Print Name Director Name Print Name Vice President Name	Supervise Plane Signature Overlar None Signature Vice Paradeuri None	9/8/2023 Date 9/8/2023 Date 9/8/2023
Supervisor Comments INITLATOR: Supervisor: APPROVALS: Director/ Dept Head/ Dean: Vice President:	Supervisor Name Print Name Director Name Vice President Name Print Name	Supervise floor. Signature Bignature Bignature Signature Vice Projected None Signature	9/8/2023 Date 9/8/2023 Date 9/8/2023 Date
Supervisor Comments INITIATOR: Supervisor: APPROVALS: Director/ Dept Head/ Dean: Vice President: REVIEW:	Supervisor Name Print Name Director Name Print Name Vice President Name Print Name	Suparture Signature Orcdor flow. Signature Unconstant Unconstant Unconstant Signature Signature	9/8/2023 Date 9/8/2023 Date 9/8/2023 Date
Supervisor Comments INITIATOR: Supervisor: APPROVALS: Director/ Dept Head/ Dean: Vice President: REVIEW: Payroll Department:	Supervisor Name Prant Name Director Name Prant Name Vice President Name Print Name Print Name	Supervise Poor. Signature Orcder forc Signature Vec Product None Signature	9/8/2023 Date 9/8/2023 Date 9/8/2023 Date
Supervisor Comments INITIATOR: Supervisor: APPROVALS: Director/ Dept Head/ Dean: Vice President: REVIEW: Payroll Department: FINAL APPROVAL: Route by default to EVPPB Comments:	Supervisor Name Prat Name Director Name Prat Name Vice President Name Prat Name Prat Name Print Name	Signature Signature Signature Signature Not APPROVED NOT AP	9/8/2023 Date 9/8/2023 Date 9/8/2023 Date Date PROVED
Supervisor Comments INITIATOR: Supervisor: APPROVALS: Director/ Dept Head/ Dean: Vice President: REVIEW: Payroll Department: FINAL APPROVAL: Route by default to EVPFB Comments: By: Signature of Executive	Supervisor Name Prat Name Director Name Prat Name Vice President Name Print Name Print Name Vice President for Finance & Business Affairs and C	Supervise Abar. Signature Signature Signature Signature Vec Product Name. Signature Signature Conserver Vec Product Name. Signature Signature Signature CFO Date	9/8/2023 Date 9/8/2023 Date 9/8/2023 Date Date PROVED

## Notes:

Vice President for the department– After executing the document, click 'FINISH.'

## 5. Review by Payroll Office :

UTRGV\_Emergency Paycheck Request



То

DocuSign NA3 System <dse\_NA3@docusign.net>

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## Notes:

After the Vice President for the department executes the document, it will be routed to the Payroll Office for review.

Payroll - Click 'REVIEW DOCUMENT" to review the EPR.

Date: 09/08/2023					·
Supervisor Name: <u>Superviso</u>	or Name				
Employing Department Name: _	Department Name				
Department Contact Name: Con	ntact Name		_Email Address: <u>dept_co</u>	ntact.email@utrgv.ed	du
EMPLOYEE INFORMAT					1
Name: Employee Name	Employee ID# 60000	000000 Employee Record#: 0	Email Address: employee	email@utray_edu	
Campus Location (City): City		Building/Room: 9, 999	Lanan Address. emproyee	.emarredurgv.edu	-
Emergency Paycheck requested	for the period (dates):	From: 08/01/2023	To: 08/	/31/2023	
DOCUMENT(S) STATUS	INFORMATION			52,2025	i l
Personal to the following:					,
<ul> <li>Hiring Proposal or other require</li> </ul>	ed document(s) prepared and subm	sitted: X Yes Ify	res. state date: 08/01/2023	No No	
· Hiring Proposal or other require	ed document(s) approved administ	ratively: X Yes Ify	res, state date: 08/01/2023	No	
· Hiring Proposal or other require	ed document(s) delivered to Huma	in Resources: X Yes Ify	res, state date: 08/01/2023	No No	
· Employee completed mandator	y employment documents:	X Yes Ify	ves, state date: 08/01/2023	- No	
<ul> <li>Timecard(s) prepared and subm</li> </ul>	nitted by Employee:	X Yes Ify	res, state date: 08/01/2023		
<ul> <li>Timecard(s) approved by Time</li> </ul>	card Approver:	X ies ity	es, state date: 08/01/2023		
			"Approved" status		
Note: In order for an Eme	ergency Paycheck to be proce	essed, all timecards must be in	Approved Status		
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Note: In order for an Eme • If applicable, will a reversal of	direct deposit be required	essed, all timecards must be in Yes 🗶 No	Approved Shahas		
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FINISH

## Notes:

The payroll office will validate the request to ensure it meets the criteria outlined on the EPR instruction page.

- If all information is correct and complete, the payroll office will execute the document and select 'FINISH.'
- If the request does not meet the ERP criteria, the document will be rejected. The department contact (supervisor or proxy) will receive a notification detailing the reason for the rejection and the steps to rectify.

## UTRGV\_Emergency Paycheck Request



То

DocuSign NA3 System <dse\_NA3@docusign.net>

(i) If there are problems with how this message is displayed, click here to view it in a web browser.



## Notes:

Following Payroll approval, the form will route by default to the Executive Vice President for Finance & Business Affairs and CFO (EVPFBA) for final review and approval.

EVPFBA - Click 'REVIEW DOCUMENT" to review the EPR.

START

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	8,		
ate: 09/08/2023			
upervisor Name: Superviso	or Name		
mploying Department Name:	Department Name		
epartment Contact Name: CO	ntact Name	Email Address: dept_cont	<u>act.email@utrgv.ed</u> u
EMPLOYEE INFORMAT	ION		
	X STAFF FACULTY W	ORK-STUDY DIRECT-WAGE	
ame: Employee Name	Employee ID#: 600000000 Emp	ployee Record#: 0_ Email Address: employee.em	ail@utrgv.edu
ampus Location (City): City	name Building/Room		
mergency Paycheck requested	for the period (dates): From:	08/01/2023 To: 08/31	/2023
DOCUMENT(S) STATUS	INFORMATION		,
eapond to the following:			
Hiring Proposal or other requir	ed document(s) prepared and submitted:	X Yes If yes, state date: 08/01/2023	No
Hiring Proposal or other require	ed document(s) approved administratively:	X Yes If yes, state date: 08/01/2023	No
Hiring Proposal or other requir	ed document(s) delivered to Human Resources:	X Yes If yes, state date: 08/01/2023	No
Employee completed mandator	y employment documents:	X Yes Ifyes, state date: 08/01/2023	No
Timecard(s) prepared and subn	nitted by Employee:	X Yes If yes, state date: 08/01/2023	No No
Timecard(s) approved by Time	card Approver:	X Yes Ifyes, state date: 08/01/2023	140
Note: In order for an Eme	ergency Paycheck to be processed, all time	cards must be in "Approved" status.	
<ul> <li>If applicable, will a reversal of</li> </ul>	direct deposit be required	10	
If applicable, will a reversal of	direct deposit be required Yes X 1	No	
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UTRGV\_Emergency Paycheck Request\_Rev\_09.07.2023.pdf

2 of 2

## Notes:

EVPFBA – Click 'Approved' or 'Not Approved.' After that, click 'Sign.'

	Emergency Pay	rcheck Request		
Date: 09/08/2023				
Supervisor Name: Supervis	or Name			
Department Contact Name: CO	ontact Name	Email Address: dept. cor	tact.email@utrgv.edu	tu .
EMPLOYEE INFORMAT	IION		reactionarreactigricau	
	🗙 STAFF 🗌 FACULTY 🗌 V	VORK-STUDY DIRECT-WAGE		
Name: Employee Name	Employee ID#: 600000000 Em	ployee Record#: 0 Email Address: employee.	email@utrgv.edu	
Campus Location (City): City	y name Building/Room	n: 9.999		
Emergency Paycheck requested	d for the period (dates): From:	08/01/2023 To: 08/	31/2023	
DOCUMENT(S) STATUS	S INFORMATION			
Respond to the following:				
<ul> <li>Hiring Proposal or other require</li> </ul>	red document(s) prepared and submitted:	X Yes Ifyes, state date: 08/01/2023	No	
<ul> <li>Hiring Proposal or other require</li> </ul>	red document(s) approved administratively:	X Yes If yes, state date: 08/01/2023	· H No	
<ul> <li>Hiring Proposal or other require</li> </ul>	red document(s) delivered to Human Resources:	X Tes Ifyes, state date: 08/01/2023 V Yes Ifyes, state date: 08/01/2023	No No	
<ul> <li>Timecard(s) prepared and subj</li> </ul>	mitted by Employee:	X Yes Ifyes, state date: 08/01/2023	No	
<ul> <li>Timecard(s) approved by Time</li> </ul>	ecard Approver:	X Yes Ifyes, state date: 08/01/2023	No	
Note: In order for an Em	versency Paycheck to be processed, all time	cards must be in "Approved" status.		
,				
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<ul> <li>If applicable, will a reversal of</li> </ul>	f direct deposit be required Yes X 1	Na		
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FINISH

Finish to send the completed document.

# Notes:

FINISH OTHER ACTIONS +

EVPFBA – After executing the document, click 'FINISH.'

## Completed: UTRGV\_Emergency Paycheck Request



DocuSign NA3 System <dse\_NA3@docusign.net> To O Payroll UTRGV

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UTRGV\_Emergency Paycheck Request\_Rev\_09.07.2023.pdf PDF 571 KB



All signers completed UTRGV\_Emergency Paycheck Request

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## Notes:

After approval by the Executive Vice President for Finance & Business Affairs and CFO, the completed document will be electronically routed to Payroll for processing, and HR and the supervisor will receive a copy for their records. You have reached the end of the procedure.