

# DocuSign - Emergency Paycheck Request (EPR)

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## 1. DocuSign Information :



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 <https://www.utrgv.edu/esign> 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 [DocuSign training page](https://www.utrgv.edu/it/software/docusign/index.htm) 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](mailto:payroll@utrgv.edu).

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

### Department Contact

Your Name: \*

Your Email: \*

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

### Supervisor

Name: \*

Email: \*

### Director/ Dept Head/ Dean

Name: \*

Email: \*

### Vice President for department

Name: \*

Email: \*

### Notes:

Please click here to access the [DocuSign – Emergency Paycheck Request \(EPR\)](#) 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](mailto:payroll@utrgv.edu) if you have any questions.

BEGIN SIGNING

An emergency Paycheck request has been routed to you for approval

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

**CONTINUE**

- 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](mailto: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 to process.

**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](mailto:payroll@utrgv.edu).

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



**UTRGV THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**  
Emergency Paycheck Request

Date: 09/08/2023  
 Supervisor Name: Supervisor Name  
 Employing Department Name: Department Name  
 Department Contact Name: Contact Name Email Address: dept\_contact\_email@utrgv.edu

**EMPLOYEE INFORMATION**  
 STAFF  FACULTY  WORK-STUDY  DIRECT-WAGE  
 Name: Employee Name Employee ID#: E000000000 Employee Record#: 0 Email Address: employee\_email@utrgv.edu  
 Campus Location (City): City name Building Room: 9.999  
 Emergency Paycheck requested for the period (dates): From: 08/01/2023 To: 08/31/2023

**DOCUMENT(S) STATUS INFORMATION**  
 Respond to the following:

• Hiring Proposal or other required document(s) prepared and submitted:	<input checked="" type="checkbox"/> Yes	If yes, state date: 08/01/2023	<input type="checkbox"/> No
• Hiring Proposal or other required document(s) approved administratively:	<input checked="" type="checkbox"/> Yes	If yes, state date: 08/01/2023	<input type="checkbox"/> No
• Hiring Proposal or other required document(s) delivered to Human Resources:	<input checked="" type="checkbox"/> Yes	If yes, state date: 08/01/2023	<input type="checkbox"/> No
• Employee completed mandatory employment documents:	<input checked="" type="checkbox"/> Yes	If yes, state date: 08/01/2023	<input type="checkbox"/> No
• Timecard(s) prepared and submitted by Employee:	<input checked="" type="checkbox"/> Yes	If yes, state date: 08/01/2023	<input type="checkbox"/> No
• Timecard(s) approved by Timecard Approver:	<input checked="" type="checkbox"/> Yes	If yes, state date: 08/01/2023	<input type="checkbox"/> No

*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.

**INITIATOR:**  
 Supervisor: \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPROVALS:**  
 Director/ Dept Head/ Dean: \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Vice President: \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**REVIEW:**  
 Payroll Department: \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**FINAL APPROVAL:**  
 Route by default to [EVPFBA@utrgv.edu](mailto:EVPFBA@utrgv.edu)  APPROVED  NOT APPROVED  
 Comments: \_\_\_\_\_  
 By: \_\_\_\_\_ Signature of Executive Vice President for Finance & Business Affairs and CFO \_\_\_\_\_ Date \_\_\_\_\_

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.'



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

To

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



The University of Texas  
Rio Grande Valley  
UTRGV.edu



Payroll sent you a document to review and sign.

**REVIEW DOCUMENT**

Payroll

[payroll@utrgv.edu](mailto:payroll@utrgv.edu)

An emergency Paycheck request has been routed to you for approval

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**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™.

**Notes:**

Supervisors may assign a proxy/department contact to complete the form, but the supervisor needs to execute the document.

The supervisor indicated on the initial PowerForm will receive an email notification for approval after the initiator completes the document.

Step 5: Supervisor - Click 'REVIEW DOCUMENT' to review the EPR.

START



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY  
Emergency Paycheck Request

Date: 09/08/2023  
Supervisor Name: Supervisor Name  
Employing Department Name: Department Name  
Department Contact Name: Contact Name Email Address: dept\_contact\_email@utrgv.edu

**EMPLOYEE INFORMATION**  
 STAFF  FACULTY  WORK-STUDY  DIRECT-WAGE  
Name: Employee Name Employee ID#: 6000000000 Employee Record#: 0 Email Address: employee\_email@utrgv.edu  
Campus Location (City): City name Building Room: 9, 999  
Emergency Paycheck requested for the period (dates): From: 08/01/2023 To: 08/31/2023

**DOCUMENT(S) STATUS INFORMATION**  
Respond to the following:  
• Hiring Proposal or other required document(s) prepared and submitted:  Yes If yes, state date: 08/01/2023  No  
• Hiring Proposal or other required document(s) approved administratively:  Yes If yes, state date: 08/01/2023  No  
• Hiring Proposal or other required document(s) delivered to Human Resources:  Yes If yes, state date: 08/01/2023  No  
• Employee completed mandatory employment documents:  Yes If yes, state date: 08/01/2023  No  
• Timecard(s) prepared and submitted by Employee:  Yes If yes, state date: 08/01/2023  No  
• Timecard(s) approved by Timecard Approver:  Yes If yes, state date: 08/01/2023  No  
**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 Comments

**INITIATOR:**  
Supervisor: Supervisor Name Signature Date

**APPROVALS:**  
Director/ Dept Head/ Dean: Print Name Signature Date

Vice President: Print Name Signature Date

**REVIEW:**  
Payroll Department: Print Name Signature Date

**FINAL APPROVAL:**  
Route by default to [EVPFBA@utrgv.edu](mailto:EVPFBA@utrgv.edu)  APPROVED  NOT APPROVED  
Comments:  
By: Signature of Executive Vice President for Finance & Business Affairs and CFO Date



**Notes:**  
Step 6: Supervisor clicks 'Sign.'

FINISH





THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY  
Emergency Paycheck Request

Date: 09/08/2023  
Supervisor Name: Supervisor Name  
Employing Department Name: Department Name  
Department Contact Name: Contact Name Email Address: dept\_contact\_email@utrgv.edu

EMPLOYEE INFORMATION

STAFF  FACULTY  WORK-STUDY  DIRECT-WAGE  
Name: Employee Name Employee ID#: 6000000000 Employee Record#: 0 Email Address: employee\_email@utrgv.edu  
Campus Location (City): City name Building Room: 9, 999  
Emergency Paycheck requested for the period (dates): From: 08/01/2023 To: 08/31/2023

DOCUMENT(S) STATUS INFORMATION

- Respond to the following:
- Hiring Proposal or other required document(s) prepared and submitted:  Yes If yes, state date: 08/01/2023  No
  - Hiring Proposal or other required document(s) approved administratively:  Yes If yes, state date: 08/01/2023  No
  - Hiring Proposal or other required document(s) delivered to Human Resources:  Yes If yes, state date: 08/01/2023  No
  - Employee completed mandatory employment documents:  Yes If yes, state date: 08/01/2023  No
  - Timecard(s) prepared and submitted by Employee:  Yes If yes, state date: 08/01/2023  No
  - Timecard(s) approved by Timecard Approver:  Yes If yes, state date: 08/01/2023  No

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 Comments

INITIATOR:

Supervisor: Supervisor Name Signature Date 9/8/2023

APPROVALS:

Director/ Dept Head/ Dean: Print Name Signature Date

Vice President: Print Name Signature Date

REVIEW:

Payroll Department: Print Name Signature Date

FINAL APPROVAL:

Route by default to [EVPEBA@utrgv.edu](mailto:EVPEBA@utrgv.edu)  APPROVED  NOT APPROVED

Comments:

By: Signature of Executive Vice President for Finance & Business Affairs and CFO Date

Rev: 6/07/2023

FINISH





Notes:

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

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

UTRGV\_Emergency Paycheck Request

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

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**UTRGV**  
The University of Texas  
Rio Grande Valley  
UTRGV.edu



Payroll sent you a document to review and sign.

**REVIEW DOCUMENT**

Payroll  
[payroll@utrgv.edu](mailto:payroll@utrgv.edu)

An emergency Paycheck request has been routed to you for approval

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#### 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™.

#### **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.



**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**  
Emergency Paycheck Request

Date: 09/08/2023  
 Supervisor Name: Supervisor Name  
 Employing Department Name: Department Name  
 Department Contact Name: Contact Name Email Address: dept\_contact\_email@utrgv.edu

**EMPLOYEE INFORMATION**

STAFF    FACULTY    WORK-STUDY    DIRECT-WAGE  
 Name: Employee Name Employee ID#: 6000000000 Employee Record#: 0 Email Address: employee\_email@utrgv.edu  
 Campus Location (City): City name Building Room: 9,999  
 Emergency Paycheck requested for the period (dates): From: 08/01/2023 To: 08/31/2023

**DOCUMENT(S) STATUS INFORMATION**

- Respond to the following:
- Hiring Proposal or other required document(s) prepared and submitted:  Yes If yes, state date: 08/01/2023  No
  - Hiring Proposal or other required document(s) approved administratively:  Yes If yes, state date: 08/01/2023  No
  - Hiring Proposal or other required document(s) delivered to Human Resources:  Yes If yes, state date: 08/01/2023  No
  - Employee completed mandatory employment documents:  Yes If yes, state date: 08/01/2023  No
  - Timecard(s) prepared and submitted by Employee:  Yes If yes, state date: 08/01/2023  No
  - Timecard(s) approved by Timecard Approver:  Yes If yes, state date: 08/01/2023  No

*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 Comments

**INITIATOR:**

Supervisor: Supervisor Name Supervisor Name 9/8/2023  
Print Name Signature Date

**APPROVALS:**

Director/ Dept Head/ Dean: Director Name Director Name 9/8/2023  
Print Name Signature Date

Vice President:

**REVIEW:**

Payroll Department: Print Name Signature Date

**FINAL APPROVAL:**

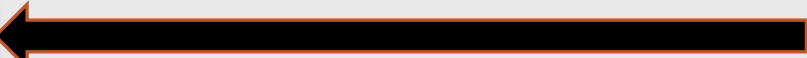
Route by default to [EVPFBA@utrgv.edu](mailto:EVPFBA@utrgv.edu)  APPROVED  NOT APPROVED

Comments:

By: Signature of Executive Vice President for Finance & Business Affairs and CFO Date

Rev: 9/07/2023



**FINISH**



**Notes:**  
 Director/ Dept Head/ Dean – After executing the document, click 'FINISH.'

## 4. Approval (Vice President for the department) :

UTRGV\_Emergency Paycheck Request

 DocuSign NA3 System <dse\_NA3@docusign.net>  
To  
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**UTRGV**  
The University of Texas  
Rio Grande Valley  
UTRGV.edu



Payroll sent you a document to review and sign.

**REVIEW DOCUMENT**

Payroll  
[payroll@utrgv.edu](mailto:payroll@utrgv.edu)

An emergency Paycheck request has been routed to you for approval

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### About DocuSign

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™.

### 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.

**UTRGV** THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY  
Emergency Paycheck Request

Date: 09/08/2023  
 Supervisor Name: Supervisor Name  
 Employing Department Name: Department Name  
 Department Contact Name: Contact Name Email Address: dept\_contact\_email@utrgv.edu

**EMPLOYEE INFORMATION**

STAFF  FACULTY  WORK-STUDY  DIRECT-WAGE  
 Name: Employee Name Employee ID#: 6000000000 Employee Record#: 0 Email Address: employee\_email@utrgv.edu  
 Campus Location (City): City name Building Room: 9, 999  
 Emergency Paycheck requested for the period (dates): From: 08/01/2023 To: 08/31/2023

**DOCUMENT(S) STATUS INFORMATION**

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  - Timecard(s) approved by Timecard Approver:  Yes If yes, state date: 08/01/2023  No

*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 Comments

**INITIATOR:**

Supervisor: Supervisor Name Signature Date 9/8/2023

**APPROVALS:**

Director/ Dept Head/ Dean: Director Name Signature Date 9/8/2023

Vice President: Vice President Name Signature Date 9/8/2023

**REVIEW:**

Payroll Department: Print Name Signature Date

**FINAL APPROVAL:**

Route by default to [EVPFBA@utrgv.edu](mailto:EVPFBA@utrgv.edu)  APPROVED  NOT APPROVED

Comments:

By: Signature of Executive Vice President for Finance & Business Affairs and CFO Date

Rev: 6/07/2023

**FINISH**



**Notes:**  
 Vice President for the department– After executing the document, click ‘FINISH.’

## 5. Review by Payroll Office :

UTRGV\_Emergency Paycheck Request

DN DocuSign NA3 System <dse\_NA3@docusign.net>  
To  
If there are problems with how this message is displayed, click here to view it in a web browser.

**UTRGV**  
The University of Texas  
Rio Grande Valley  
UTRGV.edu



Payroll sent you a document to review and sign.

**REVIEW DOCUMENT**

Payroll  
[payroll@utrgv.edu](mailto:payroll@utrgv.edu)

An emergency Paycheck request has been routed to you for approval

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### About DocuSign

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™.

### 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.

Press F11 to exit full screen

**UTRGV** THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY  
Emergency Paycheck Request

Date: 09/08/2023  
 Supervisor Name: Supervisor Name  
 Employing Department Name: Department Name  
 Department Contact Name: Contact Name Email Address: dept\_contact\_email@utrgv.edu

**EMPLOYEE INFORMATION**

STAFF  FACULTY  WORK-STUDY  DIRECT-WAGE  
 Name: Employee Name Employee ID#: 6000000000 Employee Record#: 0 Email Address: employee\_email@utrgv.edu  
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- Employee completed mandatory employment documents:  Yes If yes, state date: 08/01/2023  No
- Timecard(s) prepared and submitted by Employee:  Yes If yes, state date: 08/01/2023  No
- Timecard(s) approved by Timecard Approver:  Yes If yes, state date: 08/01/2023  No

*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 Comments

**INITIATOR:**  
 Supervisor: Supervisor Name Signature 9/8/2023  
 Print Name Date  
**APPROVALS:**  
 Director/ Dept Head/ Dean: Director Name Signature 9/8/2023  
 Print Name Date  
 Vice President: Vice President Name Signature 9/8/2023  
 Print Name Date  
**REVIEW:**  
 Payroll Department: Payroll Signature 9/8/2023  
 Print Name Date

**FINAL APPROVAL:**  
 Route by default to [EVPFBA@utrgv.edu](mailto:EVPFBA@utrgv.edu)  APPROVED  NOT APPROVED  
 Comments:  
 By: Signature of Executive Vice President for Finance & Business Affairs and CFO Date

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.

## 6. Final approval (EVPFBA and CFO) :

UTRGV\_Emergency Paycheck Request

 DocuSign NA3 System <dse\_NA3@docusign.net>  
To  
 If there are problems with how this message is displayed, click here to view it in a web browser.

**UTRGV**  
The University of Texas  
Rio Grande Valley  
UTRGV.edu



Payroll sent you a document to review and sign.

**REVIEW DOCUMENT**

Payroll  
[payroll@utrgv.edu](mailto:payroll@utrgv.edu)

An emergency Paycheck request has been routed to you for approval

Powered by **DocuSign**

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### About Docu Sign

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### **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

# UTRGV THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY Emergency Paycheck Request

Date: 09/08/2023  
Supervisor Name: Supervisor Name  
Employing Department Name: Department Name  
Department Contact Name: Contact Name Email Address: dept\_contact\_email@utrgv.edu

**EMPLOYEE INFORMATION**  
 STAFF  FACULTY  WORK-STUDY  DIRECT-WAGE

Name: Employee Name Employee ID#: 6000000000 Employee Record#: 0 Email Address: employee\_email@utrgv.edu  
Campus Location (City): City name Building Room: 9,999  
Emergency Paycheck requested for the period (dates): From: 08/01/2023 To: 08/31/2023

**DOCUMENT(S) STATUS INFORMATION**

- Respond to the following:
- Hiring Proposal or other required document(s) prepared and submitted:  Yes If yes, state date: 08/01/2023  No
  - Hiring Proposal or other required document(s) approved administratively:  Yes If yes, state date: 08/01/2023  No
  - Hiring Proposal or other required document(s) delivered to Human Resources:  Yes If yes, state date: 08/01/2023  No
  - Employee completed mandatory employment documents:  Yes If yes, state date: 08/01/2023  No
  - Timecard(s) prepared and submitted by Employee:  Yes If yes, state date: 08/01/2023  No
  - Timecard(s) approved by Timecard Approver:  Yes If yes, state date: 08/01/2023  No

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

**INITIATOR:**  
Supervisor: Supervisor Name 9/8/2023  
Print Name Signature Date

**APPROVALS:**  
Director/ Dept Head/ Dean: Director Name 9/8/2023  
Print Name Signature Date

Vice President: Vice President Name 9/8/2023  
Print Name Signature Date

**REVIEW:**  
Payroll Department: Payroll 9/8/2023  
Print Name Signature Date

**FINAL APPROVAL:**  
Route by default to EVPFBA@utrgv.edu  APPROVED  NOT APPROVED

Comments:  
By: Signature of Executive Vice President for Finance & Business Affairs and CFO 9/8/2023  
Date



**Notes:**  
EVPFBA – Click ‘Approved’ or ‘Not Approved.’ After that, click ‘Sign.’

FINISH



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY  
Emergency Paycheck Request

Date: 09/08/2023  
 Supervisor Name: Supervisor Name  
 Employing Department Name: Department Name  
 Department Contact Name: Contact Name Email Address: dept\_contact\_email@utrgv.edu

**EMPLOYEE INFORMATION**

STAFF  FACULTY  WORK-STUDY  DIRECT-WAGE  
 Name: Employee Name Employee ID#: 6000000000 Employee Record#: 0 Email Address: employee\_email@utrgv.edu  
 Campus Location (City): City name Building Room: 9\_999  
 Emergency Paycheck requested for the period (dates): From: 08/01/2023 To: 08/31/2023

**DOCUMENT(S) STATUS INFORMATION**

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  - Timecard(s) approved by Timecard Approver:  Yes If yes, state date: 08/01/2023  No

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 Comments

**INITIATOR:**

Supervisor: Supervisor Name 9/8/2023  
 Print Name Signature Date

**APPROVALS:**

Director/ Dept Head/ Dean: Director Name 9/8/2023  
 Print Name Signature Date

Vice President: Vice President Name 9/8/2023  
 Print Name Signature Date

**REVIEW:**

Payroll Department: Payroll 9/8/2023  
 Print Name Signature Date

**FINAL APPROVAL:**

Route by default to [EVPFBA@utrgv.edu](mailto:EVPFBA@utrgv.edu)  APPROVED  NOT APPROVED

Comments:

By:  9/8/2023  
 Signature of Executive Vice President for Finance & Business Affairs and CFO Date

Rev. 6/07/2023



**Notes:**  
 EVPFBA – After executing the document, click 'FINISH.'

# Completed: UTRGV\_Emergency Paycheck Request



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To ○ Payroll UTRGV

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



The University of Texas  
Rio Grande Valley  
UTRGV.edu



Your document has been completed.

[VIEW COMPLETED DOCUMENT](#)

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.