

PROCESS FOR REQUESTING "SPECIAL CHECKS" PER 8-27-81 LETTER
APRIL 23, 2001

Special checks may be issued to employees who have been underpaid by 4 hours or more. The employee will receive this consideration only upon request through their department supervisor.

- Employees should submit special check requests (as defined above) to their department supervisor. The employee should let their supervisor know whether they want this adjustment on a "special check" (if 4 hours or more) or if they would like it included on their next paycheck.
- The supervisor should verify the request and then notify their Time Trak Administrator as soon as possible of this request.
- Special check requests are then submitted to HRSC for processing.
- Once the check has been processed, HRSC will notify Road Runner at 651-644-8444 to pick up the check from building 224 Security and deliver it to building 20 Security.
- Special checks can be requested Monday – Friday. If the Time Trak Administrator receives the request by 8:00 a.m., the check will be available the same day after 4:00 p.m. at building 20 Security. Upon arrival, Security will call the department supervisor notifying them that the check is available for pick up. Employees can also call 778-4831 to verify that their check has arrived. The Security desk is open 24 hours a day/7 days a week.

Supervisors should direct all payroll questions to the Time Trak Administrator (East Side Site 778-5584 or 3M Center 733-3750) or HRSC at 736-5912.


Company


Union