Appalachian State University

Manual Check Calendar

For checks to be ready on one of the following Check Release Dates, departments must submit the completed Manual Check Request form along with the signed Timesheet (for hourly employees) and/or Pay Authorization (for contracted/salaried employees) to the Controller’s Office by 5:00 PM on the corresponding Request Due Date.

<table>
<thead>
<tr>
<th>Request Due Date</th>
<th>Check Release Date</th>
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<tbody>
<tr>
<td>7/20/2020</td>
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For more information, please refer to the Manual Check Procedure.