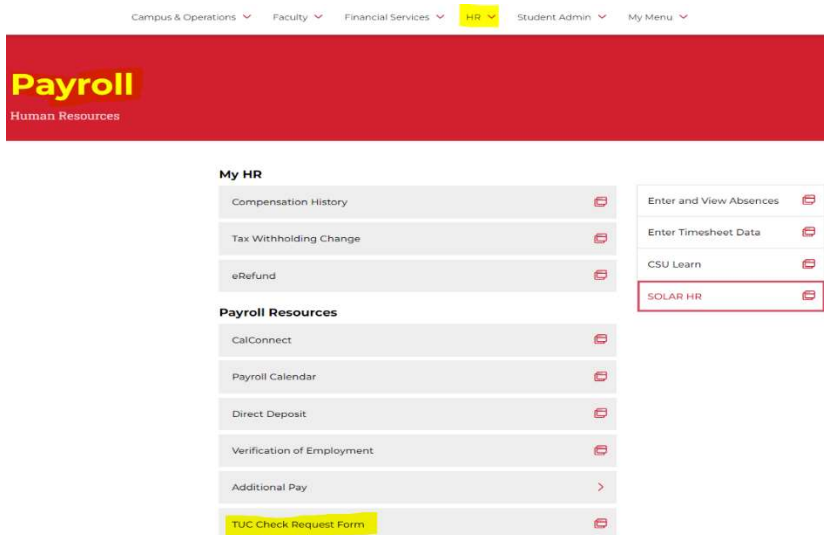


TUC Electronic Check Request Form

Faculty & Staff Submitter's Guide

You can now submit your reimbursement requests via TUC Electronic Check Request form through the CSUN portal. Using this system, TUC will be able to track payment requests in real time and provide updates on the status of your payment requests. This system does not cover expenses to payroll, travel, or purchase orders, and only applies to reimbursements using check request paper form.



The screenshot shows the CSUN Portal HR section. The top navigation bar includes links for Campus & Operations, Faculty, Financial Services, HR (highlighted), Student Admin, and My Menu. The main content area is titled "Payroll" and "Human Resources". Under "My HR", there are links for Compensation History, Tax Withholding Change, eRefund, Enter and View Absences, Enter Timesheet Data, CSU Learn, and SOLAR HR (highlighted). Under "Payroll Resources", there are links for CalConnect, Payroll Calendar, Direct Deposit, Verification of Employment, Additional Pay, and TUC Check Request Form (highlighted).

Log in to [CSUN Portal](#). Once logged in, go to HR at the top of the page, then choose Payroll. Click on **TUC Check Request Form** under Payroll Resources

WARNING! If the form is plain white, please clear your browsing history and try to log in the portal again to access the form.

Please refer to the screenshot on the next page for the instructions below. Please remember, ONE REQUEST PER PAYEE and kindly use Chrome or Firefox as your browser.

1. Payee	<ul style="list-style-type: none"> Payee is a person whom money is paid, or is to be paid. Enter Payee's full name and address. Date needed should be 7 business days after submission date. Choose "Yes" if Payee is a Principal Investigator (PI for projects) or Fund Director (for TUC A or E funds).
2. Cost Allocation	<ul style="list-style-type: none"> Enter chartfield combination: account, fund, department ID, project, and total amount to charge on the account/project. Add a line for each chartfield combination. There is no limit to the number of chartfield combo!
3. Reason for Payment	<ul style="list-style-type: none"> Enter description of charges, or what are these charges for. Include amount. Add as many lines as you want!
4. Totals	<ul style="list-style-type: none"> Cost allocation total is taken from #2 Amount, while Detailed Total Amount is from #3 Amount. These two values must match.
5. Supporting Documents	<ul style="list-style-type: none"> Attach supporting documents, such as receipts, invoices, etc.
6. Payment Authorization/ Payment Instructions	<ul style="list-style-type: none"> How does the payee want to get the payment?
7. Submitter Information/Submit	<ul style="list-style-type: none"> When you are done, click "Submit". The submitter will receive an email of their request. The website will redirect you to a confirmation page when the request is successfully submitted.

Check Request Form

Check Request

TUC Check Request Status
NEW REQUEST

Instructions

- 1. Complete payment request form to include all needed information. Please do not include any information in the form that is considered a [protected data level](#).
- 2. Attach required supporting documentation (maximum file size is 20MB). Please refer to the [TUC Publishing Policy](#).
- 3. A copy of the payment request will be sent to the requester via electronic mail after submission.
- 4. Please contact Accounts Payable at ext. 7389, or the main TUC line at ext. 5391, if you have any questions.

1. Payee

Payee Name *

Date Needed

Payee Address *

Is the payee of this request also the lead PI or the Fund Director? *

☐ Yes ☐ No

2. Cost Allocation

Account *	Fund *	Dept ID *	Project ID	Amount *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#) [Remove](#)

3. Reason For Payment

Reason For Payment *

Amount *

[Add](#) [Remove](#)

4. Totals

Cost Allocation Total

Detailed Total Amount

Grand Total

5. Supporting Documents

Please attach any support documents related to this Check Request.

Attach Check Request Supporting Documents

6. Payment Authorization/Payment Instructions

- Payment Type
- ☐ Check will be picked up at The University Office
 - ☐ Mail check to payee
 - ☐ Mail check to the following mail drop on campus

7. Submitter Information

Submitter CSUN ID <input type="text"/>	Submitter Full Name <input type="text"/>	Submitter Email <input type="text"/>
Submitter Extension <input type="text"/>	Submitter Email <input type="text"/>	
	Submit Date <input type="text"/>	

Submit