



PAYROLL/PERSONNEL RUSH CHECK OPTION 1 REQUEST UPAY741 (R3/91)

PREPARED BY:	DATE
AUTHORIZED BY:	DATE

TRAN CD (1-4)	EMPLOYEE ID (5-13)	TRAN DATE (14-19)	EMPLOYEE NAME (20-45)	E.I.N. on EDB: (y/n) (46)	PRINT ADVICE: (y/n) (47)	SUPPRESS % BASED DEDUCTIONS: (y/n) (48)	SUPPRESS SUSPENSE DEDUCTIONS: (y/n) (49)	PRIOR YEAR TRAN: (y/n) (50)
RC10								

MISCELLANEOUS INFORMATION

TRAN CD (1-4)	LIABILITY ACCT (20-25)	RET CODE (26)	FICA CODE (27)	TIP IND (28)	STU STAT (29)	LVE ACC (30)	OASDI YTD GROSS (31-39)	MEDICARE YTD GROSS (40-48)	OASDI YTD DED (49-57)	MEDICARE YTD DED (58-66)	FED MAR ST (67)	FED EXEMPT (68-70)	STATE MAR ST (71)	STATE EXEMPT (72-74)	STATE ITEMIZED (75-77)
RC11															

GROSS PAY INFORMATION: LX, AP, RX TRANSACTIONS

TRAN CD (1-4)	PAY TRAN CODE (20-21)	PAY END (22-27)	PAY CYC (28)	DIST (29-30)	ERC (90)	TYP (91)	DUC (92)	TITLE (31-35)	LC (36)	ACCOUNT (37-42)	FUND (43-47)	SUB (48)	RTE / AMOUNT (56-62)	A / H (63)	DOS (64-66)	REG TIME (67-71)	H / % (72)	DOS (73-75)	HOURS (76-80)	DOS (81-83)	HOURS (84-88)	WSP (89)
RC13																						
RC13																						

GROSS PAY INFORMATION: FT, RA, ST TRANSACTIONS

TRAN CD (1-4)	PAY TRAN CODE (20-21)	LC (22)	ACCOUNT (23-28)	FUND (29-33)	SUB (34)	ERC (67)	TYP (68)	DUC (69)	TITLE (35-39)	DOS (40-42)	RTE / AMOUNT (43-49)	SGN (50)	TIME (51-55)	H / % (56)	PAY END (57-62)	PAY CYC (63)	RAI (64)	WSP (65)
RC14																		
RC14																		

REFUND INFORMATION: RF TRANSACTIONS

TRAN CD (1-4)	GTN (21-23)	AMOUNT (25-31)	GTN (34-36)	AMOUNT (38-44)	GTN (47-49)	AMOUNT (51-57)	GTN (60-62)	AMOUNT (64-70)	QTR (72)	YR (73)	TOTAL AMOUNT (74-80)
RC15											
RC15											

ONE TIME DEDUCTIONS: DS TRANSACTIONS

TRAN CD (1-4)	GTN (21-23)	AMOUNT (25-31)	SIGN (32)	GTN (34-36)	AMOUNT (38-44)	SIGN (45)	GTN (47-49)	AMOUNT (51-57)	SIGN (58)	GTN (60-62)	AMOUNT (64-70)	SIGN (71)	TOTAL AMOUNT (74-80)
RC16													
RC16													

PERCENTAGE BASED DEDUCTIONS (excluding taxes)

TRAN CD (1-4)	GTN (21-23)	G-BALANCE (25-31)	GTN (34-36)	G-BALANCE (38-44)	GTN (47-49)	G-BALANCE (51-57)	GTN (60-62)	G-BALANCE (64-70)	TOTAL AMOUNT (74-80)
RC17									

SUSPENDED DEDUCTION INFORMATION

TRAN CD (1-4)	GTN (20-22)	GTN (23-25)	GTN (26-28)	GTN (29-31)	GTN (32-34)	GTN (35-37)	GTN (38-40)	COMMENTS:
RC18								

TRAN CD (1-4)	(20)	VENDOR INFORMATION (up to 90 characters)	(109)
RC19			