

EARLY PAYROLL WARRANT REQUEST

Date of Request: _____

Employee Name: _____

Department: _____

Please remember that an early payroll warrant should be requested for emergency situations only.

This is to request my paycheck for pay period ending ____/____/____ to be released to me on ____/____/____.

Reason for early warrant request: _____

I understand I must give the Finance Department at least 72 hours notice when possible in order to receive an early paycheck.

All approved early warrant requests will be issued as a payroll warrant and will be for your full paycheck less any payroll deductions other than direct deposit you may have in place (insurance, retirement, 401 & 457 loans, etc).

If you have transfers from your direct deposit into separate bank accounts (car loans, savings, house loans etc.) please be aware that because you are not receiving a direct deposit those transfers will not be made for this pay period.

Please distribute my early payroll warrant: ____ Mail ____ To my department ____ I will pick it up

Please note if you choose to pick up your early payroll warrant you must present a picture I.D.

Employee Signature: _____ Date: _____

D.H. or E.O. Signature: _____ Date: _____

For Finance Use Only:

____ Wages stopped for pay period ____/____/____.

____ Wages started for pay period ____/____/____.