

Brigham Young University Hawaii
REQUEST FOR FINAL PAYROLL CHECK
(for Student & Temporary Employees)

Requests for final checks must be submitted to HR/SE by 9 a.m. in order to be ready by 3 p.m. the same day. The employee must have notified their department 'in writing' of their intention to end employment with BYU Hawaii at least one pay period prior to their end date. Please attach signed and approved timesheet (including projected hours worked for the last day) ,a termination form, and a copy of the resignation letter to this form.

| EMPLOYEE NAME | | BYU ID# | |
|---|--|---|--|
| | | | |
| DEPARTMENT | IMMEDIATE SUPERVISOR | LAST DAY OF WORK | |
| | | | |
| REASON FOR LEAVING | | | |
| | | | |
| INSTRUCTIONS FOR DISBURSEMENT OF FINAL PAYCHECK | | | |
| <input type="checkbox"/> Please mail final paycheck to the following address: | <input type="checkbox"/> Check will be picked up at the Cashier window | <input type="checkbox"/> Direct Deposit | |
| Employee Signature/Date | | Department Signature /Date | |
| | | | |
| FOR HR USE ONLY: | | | |
| Forwarding address where future correspondence is to be sent: | | <input type="checkbox"/> Employee has returned ALL items belonging to BYUH and all access to PS or other computer systems have been terminated. | |