

Conditions for the Early Release of Paychecks

The employee named below has been approved for the early release of his/her paycheck due to circumstances preventing the employee from being available for receipt on the regularly scheduled payday.

Facility/Unit Head (or Designee) Signature

Date

The employee signature below certifies acknowledgment that this paycheck has been released prior to the agency's established payday subject to the following conditions:

1. The early release of the paycheck was requested and approved due to circumstances which make the employee unavailable to receive the paycheck on the regularly scheduled payday;
2. The employee understands that the check is not to be deposited or cashed prior to the regular payday; and
3. Employees who violate the prohibition against early deposit or cashing of the paycheck will be subject to disciplinary action.

Name of Employee (PRINTED)

Signature of Employee

Date

Employee ID #