

Memo

To: The Payroll Department

From:

CC:

Date:

Re: Early Payroll Check Release

Please allow _____, Employee ID Number _____,
to have an early release of his/her payroll check for the pay period ending _____.

This request has been made due to:

We understand that this is a **one-time privilege** for the above named employee, as stated in policy and procedures. Additionally, we understand that this request must fall within the guidelines provided in the policy. The policy states that requests for early release of paychecks are granted in circumstances where an employee will be gone for five or more business days or in cases of death of an immediate family member for such things as unexpected funeral expenses. If approved, we understand the check will be ready for pick-up after 4:00p.m. the **day before** payday. The employee will bring a copy of this memo and picture ID at the time they pick up their check.

Prepared By

Date

Phone Number

Dean/Director Signature

Date

Phone Number