REQUEST FOR FINAL PAYMENT
(Academic Year Employees)

Section I: REQUEST FOR EARLY PAY

As a separating employee, I would like to receive my final pay as soon as possible for the months (pay periods) of:

☐ December ☐ January ☐ February
☐ May ☐ June ☐ July ☐ August

☐ I also request that my tax-sheltered annuity deduction be withheld from my settlement pay. I understand that my settlement pay must issue as separate warrants to allow my TSA deduction to be withheld.

Section II: DISTRIBUTION OF FINAL PAY

Date needed: _____

☒ Direct Deposit

☐ Mail in self-addressed, stamped envelope that I HAVE PROVIDED TO THE CASHIER'S OFFICE (with social security # and my agency/unit number written on the inside flap).

☐ Release to my department.

SECTION III: EMPLOYEE'S SIGNATURE

I understand that I must clear all obligations to the University before I can receive my final pay.

Employee Signature	Contact Phone #	Date

SECTION IV: DEPARTMENT AUTHORIZATION

This certifies that funds are available in _____ FY funds to cover this expenditure.

Authorizing Signature	Contact Phone #	Date

Send completed form to the Payroll Office (zip 015).

SECTION V: FOR PAYROLL OFFICE USE ONLY

Received by (technician)	Contact Phone #	Date