

Brigham Young University Hawaii

**EXCEPTION/TERMINATION CHECK REQUEST**

**PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM**

EXCEPTION CHECKS are processed on the following days:

- Monday and Wednesday of a non-pay week, 11 am.
- Friday only of a pay week., 11 am.

Checks will be available for pick up the following day.

TERMINATION CHECKS will be processed within 24 hours and ready for HR/SE/PCC to pick up. **PLEASE SUBMIT REQUEST TO**

**Payroll, NO LATER THAN 1 day before final day of work along with approved timesheet with projected hours, and a copy of his/her resignation letter if applicable.**

Check one <input type="checkbox"/> Exception <input type="checkbox"/> Termination (Last Day of Work _____)					
Name		I.D.#		Dept/ Position	
Check one: <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Pick Up Check		EE Contact Phone:		Description of payment:	
<input type="checkbox"/> Hold for HR pick up		\$25 fee			
<input type="checkbox"/> Mail check to:		<input type="checkbox"/> CPO attached <input type="checkbox"/> Charge EE			
Earning Pay Component: (ex-activity pay, vac)		Hours :	Amount	Fund	Cost Center
Earning Pay Component		Hours :	Amount	Fund	Cost Center
Earning Pay Component		Hours :	Amount	Fund	Cost Center
Earning Pay Component		Hours :	Amount	Fund	Cost Center
<b>Employee Signature</b>			<b>Date:</b>		
<b>Supervisor Signature</b>			<b>Date:</b>		
<b>For Payroll Use</b>					
<input type="checkbox"/> Edits Done (if appl)		<input type="checkbox"/> Review 401K		Payroll Staff Signature:	
<input type="checkbox"/> Load/Refresh Deduction Input		<input type="checkbox"/> Review ACA hours			
<input type="checkbox"/> Review single medical prem		Date entered:			
<input type="checkbox"/> Review ER medical					
			Other Comments:		