



## Brigham Young University-Hawaii EXCEPTION/TERMINATION CHECK REQUEST

**PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM**

**EXCEPTION CHECKS** are processed on:

- 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.**

For HR use only				
<input type="checkbox"/> Exception <b>OR</b> <input type="checkbox"/> Termination, Last Day of Work _____				
Employee Name	Employee ID #	Employee Phone #		
Department Name	Position	\$25 Exception Check Fee		
		<input type="checkbox"/> CPO Attached <input type="checkbox"/> Deduct from Employee		
Check one: <ul style="list-style-type: none"> <li><input type="checkbox"/> Direct Deposit</li> <li><input type="checkbox"/> Pick Up Check</li> <li><input type="checkbox"/> Pick Up by HR</li> </ul>		<input type="checkbox"/> Mail Check to Address Below: _____ _____ City _____ State _____ Postal Code _____ Country _____		Description of Payment:
Earning Pay Component (ex-activity pay, vac)	Hours	Amount	Fund	Cost Center
HR Staff Name	HR Signature			Date:
For Payroll Use				
<input type="checkbox"/> Time Edited <input type="checkbox"/> Load/Refresh Deduction Input <input type="checkbox"/> Review Single Medical Premium <input type="checkbox"/> Review ER Medical <input type="checkbox"/> Review 401K <input type="checkbox"/> Review ACA Hours			Payroll Staff Signature: Date entered:	
			Other Comments:	