

New Hourly Employee “Early Payment Request”

In an effort to reduce the time a new hourly employee must wait to receive their first check, we now give them the option to receive payment early for the hours they work during the two weeks following the published cutoff date. The payment of these hours will be made on the next scheduled payday.

Name: _____ **Social Security #** _____
School Location _____
Hire Date _____

I, _____, understand by electing this option, I am receiving early payment for hours worked and my next scheduled paycheck will be reduced by the number of hours paid.

Employee Signature

Date

**This form must be submitted to the Payroll Department prior to the
3rd Friday of the month.**