

REQUEST FOR FINAL PAYROLL CHECK

Instructions: If you are ending employment, please complete the steps below

- Notify your manager as soon as possible of your intentions to end employment.
- Complete a Request for Final Payroll Check form and submit the form to Student Employment.
- Submit your hours at the end of your final shift.
- Managers will need to approve the hours before submitting a termination request on Workday.
- Update your mailing address in Workday to your post-BYU-Hawaii permanent mailing address.

EMPLOYEE INFORMATION

Employee Name:

Student ID:

Phone Number:

Department:

Last Day of Work:

Date Leaving the Island:

Reason (Graduation, Transfer, etc.):

Are you closing your bank account? Yes No

Check One: Pick up check Direct Deposit

MANAGER INFORMATION

Manager Name:

Manager Signature:

Date:

STUDENT EMPLOYMENT

Address has been updated in Workday.

Updated July 2025

Additional Info

- Students who prefer their final payroll check via paper check must stop working at least 3 business days before leaving the island.
- Payroll will notify you when your final payroll check is ready to be picked up from the Cashier's Office.