BYU HAWAII

BRIGHAM YOUNG UNIVERSITY–HAWAII

Human Resources

# 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 the *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 Signature: | Print Name and Date: |
| **STUDENT EMPLOYMENT** | |
| ☐ Address Has Been Updated in Workday | |

Updated October 2026

Additional Information

- Students who prefer their final payroll check via paper check must stop working and submit this form, at least 3 business days before graduation day / last day of school.
- Payroll will notify you when your final payroll check is ready to be picked up from the Cashier's Office.

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