

Brigham Young University–Hawaii
REQUEST FOR FINAL PAYROLL CHECK
(for Student & Temporary Employees)

Requests for final checks must be submitted to HR/SE by 9 a.m. in order to be ready by 3 p.m. the same day. The employee must have notified their department 'in writing' of their intention to end employment with BYU–Hawaii at least one pay period prior to their end date. Please submit your final time sheet/hours worked in Workday and request that your manager approve the hours and submit a termination on Workday. Temporary employees should attach a copy of their resignation letter to this form.

EMPLOYEE NAME		BYUH ID#	
DEPARTMENT	IMMEDIATE SUPERVISOR	LAST DAY OF WORK	
REASON FOR LEAVING	MAILING ADDRESS POST BYUH	DATE LEAVING ISLAND	
INSTRUCTIONS FOR DISBURSEMENT OF FINAL PAYCHECK (Please check one)			
Please mail final paycheck to the following address:		Check will be picked up at the Cashier window	Direct Deposit
Employee Signature/Date and Phone no.		Department Signature /Date	
FOR HR USE ONLY:			
Forwarding address where future correspondence is to be sent:		<input type="checkbox"/> Employee has returned ALL items belonging to BYUH and all access to Workday or other computer systems have been terminated.	