

Brigham Young University Hawaii
EXCEPTION/TERMINATION REQUEST

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

EXCEPTION CHECKS are processed on the following days:

- Monday and Wednesday of a non-pay week
- Friday only of a pay week.

Checks will be mailed out the following day.

TERMINATION CHECKS will be processed within 24 hours and ready for HR/SE/PCC to pick up. **PLEASE SUBMIT REQUEST FOR EITHER, TO HR, NO LATER THAN 11:00 A.M. ON DAYS OF PROCESSING.**

Check one	Exception	Termination					
Name		I.D.#	Dept.				
Dept. Acct/Earn Code		PPD End Date	Reason				
Account:							
Hours							
Regular		Vacation					
Sick		Overtime					
FOR HR USE ONLY							
Empl. Record:		Pay Group:		Hourly Rate:		Gross Up	
Timesheet Edited/Approved on T&L? YES NO		Earn Code:		Amount to be paid:			
DEDUCTION	CODE	DEDUCTION	CODE	DEDUCTION	CODE	DEDUCTION	CODE
REASON/ACTION							
Dept. to pay \$25.00 Fee/CPO#				Other:			
Mail check to address in PeopleSoft				<i>please specify)</i>			
Mail check to address below							
Additional Comments:							
APPROVALS							
Direct Supervisor/Department Head:							
Employee:							
HR/SE:							