

## Conditions for the Early Release of Paychecks

The employee named below has been approved for the early release of his/her paycheck due to circumstances preventing the employee from being available for receipt on the regularly scheduled payday.

\_\_\_\_\_  
Facility/Unit Head (or Designee) Signature

\_\_\_\_\_  
Date

The employee signature below certifies acknowledgment that this paycheck has been released prior to the agency's established payday subject to the following conditions:

1. The early release of the paycheck was requested and approved due to circumstances which make the employee unavailable to receive the paycheck on the regularly scheduled payday;
2. The employee understands that the check is not to be deposited or cashed prior to the regular payday; and
3. Employees who violate the prohibition against early deposit or cashing of the paycheck will be subject to disciplinary action.

\_\_\_\_\_  
Name of Employee (PRINTED)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee ID #