

## Payroll - Employee Request for Final Paycheck - Early Payout

Employees who are on a visa and are leaving the country may request to have their final paycheck cut before the end of the pay period. Please read and complete the information below and return this form to the payroll department.

### Employee Information

Employee Name

Employee Number

Employee's last day of work

Please read and sign the statement below:

"I, \_\_\_\_\_, would like to request my final paycheck to be cut early as I am on a visa and leaving the country. I realize this is a **request** and there is no guarantee that I will have my final paycheck cut early. If the request is approved and received in the Payroll Department before 2:00pm, I will be able to pick up my check after 4:00pm on the same day from the Payroll Department. If the request is received after 2:00pm, I will be able to pick up my check after 4:00pm the next day from the Payroll Department."

Employee's Signature

Date

### Pick up Option

Please indicate one option below:

**Employee will pick up** at Aspen Highlands Payroll on

**Please interoffice** check to

### Managers Instructions

**Managers**, once you have completed the items below, please sign and return this form to the payroll department. Thank you.

1. Verify the employee's hours are correct in Kronos. Managers must enter the employee's hours in Kronos **through his/her last day worked**.
2. Verify the employee's department and job codes are correct in Kronos.
3. Enter any tips, service charges, commissions, etc. the employee may be due in Kronos.
4. Don't forget to submit the Separation Report to AH HR department.

Manager's Signature

Date