



## GENERAL INFORMATION

HOME DEPT:      EMPL ID NUM:      EMPLOYEE NAME:      APPT ID:      PAY CYCLE:

## REASON FOR REQUEST

**Final Pay / Terminal Leave Payout**

Tax Term Leave Pay at 22% (*election form attached*)

Yes / No

**Separation Date:**

PPE (1):

PPE (2):

**Employee Not Paid With Regular Payroll Processing**

A personnel action was processed with this pay

Yes / No

PPE:

PPE:

**Pay For Employee Currently In Terminated (T) or Inactive (I) Employment Status**

**Special Request:**

## ADDITIONAL REQUEST DETAILS

**This request is for a deceased employee.**

**Date of Death:**

**Issue this supplemental as a physical warrant**

*(direct deposit is the default if the employee has an active direct deposit setup already)*

**Special Notes:**

**PREPARED BY:**

**EMPL ID NUM:      PAYROLL SERVICES/AGENCY HR:**

## DIVISION OF FINANCE PAYROLL PRODUCTION USE ONLY

<b>STRG #</b>	<b>Advance</b>	<b>Replacement</b>	<b>By-Pay-Type</b>	<b>Multiple Payments</b>
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<b>OTDED #</b>	<b>Purpose:</b>			
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<b>Notes:</b>				