



# PUYALLUP TRIBE OF INDIANS



## REQUEST FOR EARLY PAYCHECK

TODAY'S DATE: \_\_\_\_\_

PLEASE PRINT:

EMPLOYEE NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

Method to receive payment: Rapid! Paycard \_\_\_ Add to first available payday \_\_\_

DATE PAYMENT NEEDED: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNED TIMESHEET(S) AND LEAVE REQUEST FORM(S) MUST BE SUBMITTED WITH THIS REQUEST. THIS REQUEST MUST BE SUBMITTED TO THE ACCOUNTING DEPARTMENT AT LEAST TWO (2) WORKING DAYS PRIOR TO THE DATE REQUESTED. EARLY PAYCHECKS WILL BE DISTRIBUTED ON THE LAST DAY BEFORE THE EMPLOYEE LEAVES ON VACATION, BUSINESS, SICK OR FUNERAL LEAVE.

REASON (An early paycheck may only be issued for one of the following reasons):

- ANNUAL LEAVE
- MEDICAL
- SICK LEAVE
- HOUSING
- FUNERAL LEAVE
- CAR REPAIR
- TRAVEL/TRAINING
- CAR INSURANCE
- BIRTHDAY LEAVE
- OTHER EMERGENT NEED

REQUESTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

ADMIN MANAGER: \_\_\_\_\_

DATE: \_\_\_\_\_

LEAVE DATES	TYPE OF LEAVE	HOURS
_____	_____	_____
_____	_____	_____