

E C H O

EXCEPTIONAL CHILDREN HAVE OPPORTUNITIES

Request to Pick Up Paycheck Early

(CHECKS WILL BE AVAILABLE AFTER 2:15 P.M. THE DAY BEFORE PAYDAY)

DATE: _____

EMPLOYEE NAME: _____

PROGRAM: _____

SITE: _____

SUPERVISOR'S SIGNATURE: _____

BUSINESS MANAGER'S SIGNATURE: _____

This form must have **both** signatures on it when it is turned into the Payroll Department. This form must also be turned in by the Wednesday before payday. Checks will be released **no earlier** than the day before the actual scheduled pay date.

***Early release of paychecks will be granted one (1) time per year in extenuating emergency situations only.