

REQUEST FOR EARLY SUMMER CHECKS

Please release my summer **CHECKS**
(1 certified check 7/25) or (3 classified 7/10, 7/25, 8/10)
on June 30, 2023. These checks **WILL NOT BE**
direct deposited, they will be a real check. This
means that you **will not get paid in July** and the
first check in Aug. will be received on the 25th, which
will be direct deposited.

Name _____

Signature _____

Employee Number (Required) _____

Date Signed _____

This form **MUST BE RECEIVED** in the **Payroll office** by
May 26th, 2023, for June 30th processing. It is your responsibility to get
your form to the payroll office before the deadline.

CHECKS DURING THE SUMMER

***For those employees that **will not** be requesting their (classified) July 10th, July 25th, and Aug. 10th or (certified) July 25th check in June, the checks **will be direct deposited** like normal at normal times (classified) July 10th, July 25th, and Aug. 10th (certified) July 25th.

REMINDER: Employees **will not be able to change bank accounts** for direct deposits **between June 21st & August 10th**. The direct deposit files will already be processed and ready for the bank to release them at the correct time during the summer.

Hope you have a great summer!!!

Heather Kersey
Payroll Manager
606-549-7000