



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 |
|-------------|---------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |