



INSTRUCTIONS TO EMPLOYEES:

- 1. Complete this form online at: <http://oregon.gov/DAS/Financial/Payroll/Pages/form.aspx>
- 2. Print, collect your supervisor's signature, and give to your agency payroll office.

INSTRUCTIONS TO PAYROLL OFFICES:

- 1. Complete the information in the "Employer Notice" portion.
- 2. Cut on dotted line and attach the notice to the employee's paycheck.
- 3. Retain top portion of this form for your files.

Agency Use Only
Received Date Stamp

Revised 2/2016
Form No. OSPS.99.16

EARLY PAYCHECK RELEASE FORM

SEIU collective bargaining agreement Article 29.1(b) and select other bargaining agreements provide for a conditional release of an employee's paycheck earlier than payday if the employee is not scheduled to work on payday.

Some agencies also choose to allow this practice for employees not covered by the SEIU agreement.

This form provides the mandatory notice as outlined in the SEIU collective bargaining agreement.

Section A: Employee Identification

Name (Please PRINT or TYPE)	¹Employee ID No. (Do not use your SSN) OR _____
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1-Don't know this? Find it on your paystub, or ask payroll to help.

Section B: Employee Certification

Payroll Month	Regular Payday Date & Time
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I certify that I am not scheduled to work on the payday I identified above. I therefore request release of my payroll check early. I agree that I will not **cash or deposit** my payroll check before the regularly-scheduled payday. I further understand that cashing or depositing my payroll check early may subject me to disciplinary action.

Signature: _____ Date: _____

Section C: Supervisor Approval / Certification

I certify that the employee identified in Section A is not scheduled to work on the payday noted in Section B. Please release this paycheck early.

Signature: _____ Date: _____

↑ Cut on dotted line and attach this part to the employee's paycheck before release. ↑

EMPLOYER NOTICE TO EMPLOYEE

The normal release date and time for this paycheck is _____ at _____.
PAYDAY DATE PAYDAY TIME
(Start of shift, or 8:00 a.m. whichever is earliest)

Check Releaser Signature: _____ Date: _____

If you cash or deposit this check before the time and date outlined on this notice, you may be subject to disciplinary action. Additionally, if you cash a January 1 paycheck in December, YOU INVALIDATE YOUR W-2 TAX STATEMENT for the year. You will not be able to file your taxes until you receive a Corrected W-2.

This notice provided in order to satisfy the provision in SEIU Article 29.1(b).