

COE COLLEGE

REQUEST FOR PAYROLL CHECK FORM

Requests are due no later than 10 days prior to the employee's normal payroll date.*

PAY TO: _____

DATE: _____

Legal Name

THIS FORM CANNOT BE USED TO REQUEST PAY FOR A STUDENT.

Student pay request must be submitted on a student time-sheet with hours of work recorded.

Date or Date Range Work Performed	Description	XXX	XXXX	XXXXX	Estimated # Hours Worked **	Total Pay (Must be = or greater than est. hrs x \$7.25)
CHECK TOTAL						

REQUESTED BY: _____

APPROVED BY: _____
(Budget Officer/Department Head)

** Estimated hours worked MUST be included for all payment requests. *Requests without this information will be returned and not processed.*

* Payroll Dates:

Faculty (full and part-time)

Last working day of each month

Administration (full and part-time)

Last working day of each month

Coaches full and part-time

Last working day of each month