

Special Payroll Check Request

General Information

Associate Name Office / Store #

Associate ID Error from Pay Date Pay Needed by

Associate Address

City State Zip Code

Delivery Information

All FedEx charges are expensed to the store.

- Add to next regularly scheduled check for associate
- Off cycle check (Issued on the following week's payroll run)
- Manual check - Next day FedEx to Store Home address
- Manual check - USPS to Store Home address
- Pay at register (Final pay only)

Final Pay Details

Fax this form to HR Processing at 630.834.0162

- Involuntary Termination Voluntary Termination

Regular Hours Due Vacation Hours Due Overtime Hrs Due

Manager Name HR Signature Date

Off Cycle / Manual Check Details

Fax this form to Payroll processing at 708.452.9587

Regular Hours Due Vacation Hours Due Overtime Hrs Due

Reason for the off cycle / manual check

Manager Name RM or Mgr Signature Date

HR Request Use Only

Severance Bonus Amount \$ Reason for the off cycle / manual check

HR Signature Date

Manual Check Preparation - Payroll Use Only

	Pay Code	Hours Code	Earnings
Check Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gross	<input type="text"/>	<input type="text"/>	<input type="text"/>
Taxes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Deductions	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email the completed form to your manager or regional manager for approval.

Approving Manager/RM, print the form, sign it and fax the signed form to the fax number listed above.