

## PAYROLL X-PRESS CHECK REQUEST

Employee Name: \_\_\_\_\_ Red ID #: \_\_\_\_\_

Department Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**REASON:** (Check One)

UNPAID HOURS - Attach Hours Worked in a Previous Pay Period form and current Kronos punch detail report.

Select One:  Late paperwork — submitted on: \_\_\_\_\_

Hours not entered in Kronos

Employee worked without being rehired

Other (Please describe) \_\_\_\_\_

PR ADJUSTMENT - Type: \_\_\_\_\_

LOST PAYROLL CHECK - Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_

FINAL PAYCHECK - Attach Separation form and Termination Report (If applicable).

Employee will work/have worked \_\_\_\_\_ hours on last day of employment.

NOTE: X-Press checks will be available 24 hours after receipt of this request.

Please release X-Press check for the above employee on: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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**PAYROLL USE ONLY:**

HED Entry: Hours re-entered: \_\_\_\_\_ Reg \_\_\_\_\_ OT \_\_\_\_\_ DT \_\_\_\_\_ HOL \_\_\_\_\_ VAC \_\_\_\_\_ SICK \_\_\_\_\_

Additional deductions adjusted: \_\_\_\_\_

Check voided in payroll: YES NO PPE \_\_\_\_\_ Stop Payment Confirmation No. \_\_\_\_\_

X-Press Check #: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_