

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: _____

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: _____