



HO-CHUNK NATION
DEPARTMENT OF TREASURY
PAYROLL DEPARTMENT
EARLY PAYROLL CHECK RELEASE REQUEST

\*\*\* PLEASE NOTE \*\*\*

Only in UNUSUAL OR EMERGENCY CIRCUMSTANCES will early check releases be authorized. Such EMERGENCY circumstances will be few and narrowly interpreted. The emergency situation must be stated in detail to be eligible for an early check release. (i.e.: medical, life threatening)

Policies with regards to early payroll check releases.

- 1. The Early Payroll Check Release Request form must be received in the Payroll Department by 12:00 P.M. Wednesday in order to be processed.
2. Employee is responsible for obtaining ALL signatures.
3. Only original forms will be accepted by Payroll; copies or faxes will NOT be accepted
4. Early checks will be released on Thursday after 12:00 P.M.
5. Early check release is not an early payment, i.e. the check cannot be cashed until normal scheduled date.

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Employee requesting early check release:

Employee Name Department Name Department #

Early check release date: Thursday \_\_\_/\_\_\_/\_\_\_

State, in detail, the reason for the early check release request:

ALL LINES MUST CONTAIN SIGNATURES FOR AN EARLY CHECK RELEASE TO BE DONE.
\*EMPLOYEE IS RESPONSIBLE FOR OBTAINING ALL SIGNATURES

ENTERPRISE:

GOVERNMENT:

EMPLOYEE'S SIGNATURE DATE

EMPLOYEE'S SIGNATURE DATE

SUPERVISOR'S SIGNATURE DATE

SUPERVISOR'S SIGNATURE DATE

DIRECTOR'S SIGNATURE DATE

EXECUTIVE DIRECTOR DATE

EXEC. MGR. OF FACILITY DATE

EXECUTIVE DIRECTOR DATE

CHECK RECEIVED SIGNATURE DATE

TREASURY USE ONLY

P. O. Box 640 ~ Black River Falls, WI 54615
(715) 284.1660 ~ (800) 779.2873 ~ (715) 284.9972 FAX