

Hourly Employee Final Pay Form

Employee name: _____

Employee V#: _____

Check ALL that apply:

Employee is:

Attention: Form MUST accompany
Final Pay Roster.

Please scan and email this form with
the Final Roster or fax to X88522
before placing in campus mail.

- Resigning from _____ department to begin working/continue working in _____ department.
- Graduating (Employee will be removed from Payroll)
- Transferring to a new school _____ (Employee will be removed from Payroll)
- Changing to a new employee type (ie: student to temp, temp to classified) Changing from:
_____ to _____ on ____ / ____ / _____
- Leaving WOU (Employee will be removed from Payroll)
- Being terminated. Employee does not need to sign form.

Employee wishes to receive final pay by having the Human Resources Office:

- Send pay directly to employee's bank on the regular pay day. (Direct Deposit must already be operational.)
- Print a manual check which will be ready as per the Final Paycheck Policy. Notify employee by phone or email at: _____
- Mail check to address provided: _____

Please note that the employee's address will not be changed with this form. Employees are responsible for keeping their addresses and phone numbers updated via WolfWeb, or by contacting the Human Resources Office at 503-838-8490. The updated address will be important for any future tax information (ie: W-2 or 1042S).

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____