

## Final Check Form (Classified)

Classified employees who are leaving employment with Western Oregon University should submit this form to share their final check preference and contact information report with Human Resources. This form should be submitted to Human Resources by noon on the business day prior to the last day of work **or** by noon on the 16<sup>th</sup> of the month, whichever is earliest.

### General Information

Name:	
V#:	V00
Phone Number:	
Mailing Address:	
Personal Email Address:	

### Final Check Preference *(check all that apply)*

<input type="checkbox"/>	I would like my final check to be sent via direct deposit on the last business day of the month.
<input type="checkbox"/>	I would like to pick-up my final check at the Human Resources office on my final day between 3:00PM and 5:00PM.
<input type="checkbox"/>	I would like my final check mailed to the mailing address listed above on my final day.
<input type="checkbox"/>	I understand that my final check will include remaining banked leave that is due to be cashed out, including up to 250 hours of vacation leave.

### Final Timesheet

<input type="checkbox"/>	I will turn in my final timesheet to Human Resources by noon on my final day of employment.
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### Signature

Employee			
	Printed Name	Signature	Date

Cc: Employee Personnel File