

Final Check Form (Faculty)

Faculty 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 16th 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.

Final Leave Report

<input type="checkbox"/>	I will turn in my final leave report 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