



Final Paycheck Request

Date of Request: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Final Date: \_\_\_\_\_ Store Location: \_\_\_\_\_

Total Regular Hours	
Total Overtime Hours	
Total Vacation Hours	
Additional Compensation	<input type="checkbox"/> Bonus \$ _____ <input type="checkbox"/> Reimbursement \$ _____ <input type="checkbox"/> Other _____

Deliver To:  Store  
 Home Address \_\_\_\_\_

Must Arrive By: Date \_\_\_\_\_ Time \_\_\_\_\_

This section will be completed by your Accentrix Solutions representative

- Review any missing info       Process check       Review PTO accruals
- Finalize check       Create import for accounting       Archive payroll docs
- Create mailing      Tracking number \_\_\_\_\_
- Show Employee as "inactive" in payroll system

Completed By: \_\_\_\_\_

Please be sure to remove your employee from the time keeping system.