

sf

The attached Authorization for Release of Final Payroll Amount from your bank if this form is not
by the 19th of your final month of Classified employment or Academic pay. There
< i a Ub'FYccifWg/9eiU'9a d'cna Ybh'Cddcfh b'lm
may pick up your paycheck from the Payroll office or have your check sent to home
contact the Payroll Department at ext. 6951 if you have additional questions regard
disbursement of your final pay or are unable to meet the 19th deadline for Direct D

To:

From: \$ O P D \$ U U L D J D, Human Resources Specialist
D D U U L D J D@hartnell.edu

Date:

Subject:

fYh'fYa Ybh'Vcbh'Vi h]cbg'hc' (\$' UbX') + d'Ubg'k]` Vcbh]bi Y'to be tak
from your final p-Js[2-c (inDk4 (be)-742-c (inD 5Tm1 TJ 0.0026 Tc -0.0051 Tw T* [(I)6

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Gi dYfj]gcf.		8YdUfha Ybh	
: cfk UfX]b[5XXfYgg.	GhfYYh		
	7]mž'GhUHž'N=D.		

Employee's Department – All District equipment has been returned.

G][bUhi fY'cZGi dYfj]gcf.		8UH.	
G][bUhi fY'cZA UbU[Yf.		8UH.	

Mailroom / Cashier – Keys and Parking Permit have been returned and no debt is due.

G][bUhi fY'cZ?Ym7c`YVWcf.