

Human Resources & Equal Employment Opportunity

To:

From: Alma Arriaga, Human Resources Specialist
aarriaga@hartnell.edu

Date:

Subject: **FINAL PAYROLL WARRANT**

Your final paycheck **will not** include miscellaneous voluntary deductions normally taken from your paycheck (i.e., union dues, United Way contributions, Section 125 contributions, and life insurance premiums); unless you provide the Payroll Department with written notification of the deductions you wish to continue.

Deductions of **retirement contributions to 403 and 457 plans will continue** to be taken from your final paycheck without written notice from you. STRS/PERS contributions will be taken, in compliance with State law.

If you currently contribute to the Section 125 Unreimbursed Healthcare Account or Dependent Childcare Account, you may elect to have the remaining balance of your Annual Contribution Amount deducted from your final paycheck. If you do not elect to have the remaining balance deducted, please be aware that the balance of funds in your account(s) will be less than you planned; therefore, claims may not be reimbursed, and previous healthcare reimbursements may cause your account to be over-drawn. If your account is over-drawn the District will automatically deduct the over-drawn amount from your paycheck for reimbursement back to the plan.

The attached Authorization for Release of Final Payroll Warrant form **must** be completed and submitted directly to the Payroll Department to ensure the release of your final paycheck. (Note: Admissions & Records' signature is required for Faculty only.)

Your final paycheck may **not** be directly deposited to your bank if this form is not completed by the 19th of your final month of Classified employment or Academic pay. Thereafter, you may pick up your paycheck from the Payroll office or have your check sent to home. You may contact the Payroll Department at ext. 6951 if you have additional questions regarding disbursement of your final pay or are unable to meet the 19th deadline for Direct Deposit.



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AUTHORIZATION FOR RELEASE OF FINAL PAYROLL WARRANT

Name:			I.D. #		
Area Manager:			Termination Date:		
Supervisor:			Department:		
Forwarding Address:	Street:				
	City, State, ZIP:				
<u>Employee's Department – All District equipment has been returned.</u>					
Signature of Supervisor:			Date:		
Signature of Manager:			Date:		
<u>Mailroom / Cashier – Keys and Parking Permit have been returned and no debt is due.</u>					
Signature of Key Collector:			Date:		
Signature of Fob Collector: (Return to Security)			Date:		
Signature of Cashier:			Date:		
<input type="checkbox"/> Keys Collected	# _____	<input type="checkbox"/> Parking Permit Collected	# _____	<input type="checkbox"/> No Debt <input type="checkbox"/> Debt Collected	\$ _____
<u>Library – All Library materials have been returned and no fines are outstanding.</u>					
Signature of Library Personnel:			Print Name:		
Title:			Date:		
<u>Admissions & Records (Faculty Only) – All required course records have been submitted.</u>					
Signature of A & R Personnel:			Print Name:		
Title:			Date:		
<u>Administrative Information Systems – All computer accounts have been deleted.</u>					
Signature of AIS Personnel:			Print Name:		
Title:			Date:		
<u>Payroll – Release of the final payroll warrant is authorized.</u>					
Signature of Payroll Personnel:			Print Name:		
Title:			Date:		