



# CORNING UNION HIGH SCHOOL DISTRICT

## Paycheck Notice and Distribution Authorization

Name: \_\_\_\_\_ SSN (Last 4): \_\_\_\_\_ Phone: \_\_\_\_\_

**Supplemental Payroll** – Substitute, temporary and/or hourly employees are paid on the 10<sup>th</sup> of each month. Checks are held in the business office for pickup. Checks not picked up by 3:30pm on the pay date, will be put in the U.S. Mail unless other arrangements were made before the pay date, or identified below.

**Month End Payroll** – Checks are placed in employee boxes, passed out, or given to the department supervisor for distribution unless other arrangements were made before the pay date, or identified below.

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### Requested Action:

- ☐ Hold my paycheck/paystub for pick up.
- ☐ Allow \_\_\_\_\_ to pick up my paycheck (may be asked to show ID).
- ☐ On \_\_\_\_\_
- ☐ Until further notice is given.
- ☐ Other: \_\_\_\_\_

NOTICE: Paychecks are distributed on payday and cannot be released early under any circumstance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date