

Final Leave Report and Final Check Form (Unclassified)

Unclassified employees who are leaving employment with Western Oregon University should submit this form to share their final check preference, contact information, and final leave 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:	
Do you directly supervise any employees?	<input type="radio"/> Yes, please submit documentation to Human Resources showing who your direct reports will report to in your absence
	<input type="radio"/> No

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.
<input type="checkbox"/>	I understand that my final check will include remaining banked leave that is due to be cashed out, including up to 180 hours of vacation leave.

Final Leave Report: _____
(Month) (Year)

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Sick																																	
Vac.																																	
LWP																																	
LWOP																																	

Comments: _____

Authorization

By signing below, I attest that the information above is accurate and true.

Employee			
	Printed Name	Signature	Date
Supervisor			
	Printed Name	Signature	Date

Cc: Employee Personnel File