

**HUDSON VALLEY COMMUNITY COLLEGE**

**LUMP SUM PAYROLL  
REQUEST FORM**

The "Lump Sum" payday for fiscal year 2024-2025 will be May 16, 2025. On that payday you will receive your normal biweekly paycheck plus two (2) more paychecks for the remaining seven (7) paydays of the fiscal year ending August 31, 2025.

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***The first payday for the 2025-2026 school year will be September 5, 2025.***

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I understand that all timesheets, through graduation day May 17, 2025, must be **approved no later than 10:00 a.m. on Wednesday, May 21, 2025.**

I understand that my final grades and grade records for the Fall and Spring semesters must be **submitted no later than 10:00 a.m. on Monday, May 19, 2025.**

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Print Name

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Employee Signature

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Date

**This form must be returned to the Payroll Office no later than April 18, 2025.**

-----**DO NOT WRITE BELOW THIS LINE**-----  
[\*FOR PAYROLL DEPARTMENT USE ONLY]

2<sup>nd</sup> Check

3<sup>rd</sup> Check

Bi-Weekly Amount \$ \_\_\_\_\_

Deduction Code(s):