HUDSON VALLEY COMMUNITY COLLEGE

LUMP SUM PAYROLL REQUEST FORM

The “Lump Sum” payday for fiscal year 2017-2018 will be May 25, 2018. 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, 2018.

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The first payday for the 2018-2019 school year will be September 14, 2018.
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I understand that all timesheets, through graduation day May 12, 2018, must be approved no later than 10:00 a.m. on Wednesday, May 16, 2018.

I understand that my grade books for the Fall and Spring semesters must be received in the Registrar’s Office no later than 10:00 a.m. on Monday, May 14, 2018.

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Print Name
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Employee Signature
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Date
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This form must be returned to the Payroll Office no later than April 27, 2018.

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2nd Check 3rd Check

[FOR PAYROLL DEPARTMENT USE ONLY]

Bi-Weekly Amount $___________________

Deduction Code(s):