

HUDSON VALLEY COMMUNITY COLLEGE

**LUMP SUM PAYROLL
REQUEST FORM**

The "Lump Sum" payday for fiscal year 2018-2019 will be May 24, 2019. 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, 2019.

The first payday for the 2019-2020 school year will be September 13, 2019.

I understand that all timesheets, through graduation day May 18, 2019, must be **approved no later than 10:00 a.m. on Wednesday, May 22, 2019.**

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 20, 2019.**

Print Name

Employee Signature

Date

This form must be returned to the Payroll Office no later than April 26, 2019.

-----**DO NOT WRITE BELOW THIS LINE**-----

*[*FOR PAYROLL DEPARTMENT USE ONLY]*

2nd Check

3rd Check

Bi-Weekly Amount \$ _____

Deduction Code(s):