



State of California  
HR-TRAN-002  
Rev. 05/27/2021

### CPUC REQUEST FOR EARLY RELEASE OF PAYCHECK

State of California policy generally does not allow paychecks to be distributed prior to 3pm of the scheduled pay date. However, an employee can initiate a request and give instruction for an early release of a paycheck. To initiate a request, complete this form, obtain supervisor and personnel office approval, and submit it to Cashiering Office, San Francisco, Room 3000, or via e-mail to [cashiering@cpuc.ca.gov](mailto:cashiering@cpuc.ca.gov). **Please allow 3 business days for processing.**

EMPLOYEE NAME: \_\_\_\_\_ DIVISION: \_\_\_\_\_

#### REASON FOR REQUEST

#### SELECT THE TYPE OF EARLY RELEASE YOU ARE REQUESTING

I REQUEST TO PICK UP MY PAYCHECK PRIOR TO 3PM ON PAYDAY

(You may request to pick up your paycheck prior to 3pm on a scheduled pay date if you are unavailable due to an approved situation, such as travel, sickness, or training. Your paycheck may not be picked up earlier than the day of payday, no exceptions.)

I AUTHORIZE A DESIGNATED PERSON TO PICK UP MY PAYCHECK

(You may request a designated person to pick up your paycheck if you are unavailable due to an approved situation, such as travel, sickness, or training). Please provide the following information for the designated individual to pick up your paycheck – ID is required for pickup:

Name of Designated Person: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of Designated Person\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* By signing, the Designated Person acknowledges receipt of paycheck on behalf the CPUC employee noted above.

I REQUEST TO HAVE MY PAYCHECK MAILED TO A DESIGNATED ADDRESS

You may request to have your paycheck mailed to a designated address if you are absent due to an approved nonrecurring condition, such as travel, sickness, or training. Paychecks will be mailed one day prior to payday, no exceptions.

**A self-addressed envelope is not necessary during the Telework directive.**

MAILING ADDRESS: \_\_\_\_\_

#### TERMS

*I, the requestor of this Payroll Warrant instruction, acknowledge that I have read and understand the policy on Early Release of Payroll Warrant (Policy). I hereby certify that I will not cash a paycheck obtained through Early Release until AFTER 3pm on the date shown on the payroll warrant and understand that doing so is a violation of State Policy which may result in denial of future requests and disciplinary action. I also understand that this request may be denied upon review if the explanation for the early release does not meet the requirements/conditions of the Policy. If the paycheck I am receiving results in an overpayment, the overpayment will be collected through an account receivable. All following signatures are required.*

#### SIGNATURES/APPROVALS:

Employee's Signature: \_\_\_\_\_ Contact# \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

For Fiscal Use Only:

Fiscal Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Warrant #: \_\_\_\_\_ Release/Mail Date: \_\_\_\_\_