

HUDSON VALLEY COMMUNITY COLLEGE

**LUMP SUM PAYROLL
REQUEST FORM**

The "Lump Sum" payday for fiscal year 2023-2024 will be May 17, 2024. 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, 2024.

The first payday for the 2024-2025 school year will be September 6, 2024.

I understand that all timesheets, through graduation day May 11, 2024, must be **approved no later than 10:00 a.m. on Wednesday, May 15, 2024.**

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 13, 2024.**

Print Name

Employee Signature

Date

This form must be returned to the Payroll Office no later than April 19, 2024.

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

*[*FOR PAYROLL DEPARTMENT USE ONLY]*

2nd Check

3rd Check

Bi-Weekly Amount \$ _____

Deduction Code(s):