

### Paystub Policy:

If you are requesting paystubs, you need to give us a week to get them. Payroll is unable to print them out in a day due to being extremely busy at times.

By signing this form, you are acknowledging that you understand you must fill out the paystub request form and it must be turned in 1 week before you need them.

Worker Signature:

Date:

Supervisor Signature:

Date: