

Comprehensive Overview of the Staff Tuition Assistance Program (STAP)
STAP Year – July through June

General Policy

The Staff Tuition Assistance Program (STAP) may be available at your Center, based on the Center's ability to fund the plan. The funds may be used for continuing education and development opportunities, which support the professional growth of the employee and the needs of the organization. STAP may be a component of an employee's individual development plan; however, a development plan is not a guarantee of advancement or continued employment. External educational support includes CEUs, certifications, and tuition assistance for continuing education or degree programs at an approved university or college.

Full-time employees may be eligible for benefits through STAP (see schedule below). Managers will factor an employee's performance to determine eligibility to participate in STAP.

- Each employee accepting the STAP benefit will be required to sign a Staff Tuition Assistance Program service commitment agreement.
- Applications for the STAP and further details concerning the plan are available in your Human Resources department office.
- Reimbursements may be taxed based on the current IRS guidelines. Visit www.irs.gov to learn about employer-provided educational assistance benefits. STAP may or may not relate to IRS reporting for when you file your annual income tax return.

Staff Tuition Assistance Program

If during discussions with their supervisor about professional goals and aspirations, it is agreed that there are opportunities for an employee to expand within his/her current role, advance within Devereux, or explore other professional roles within the organization, an employee may be approved for financial support through the Devereux Staff Tuition Assistance Program (STAP). The amount of financial support available for the Staff Tuition Assistance Program is subject to Center-specific budgets and approval procedures. One-over-one supervisor approval is required for all educational assistance. Financial support is available under STAP to employees as follows:

Tier 1: Tuition Assistance for continuing education units or a degree program

Full-time employees with at least six months of continuous employment may receive educational assistance up to 75% of the state school tuition and fee cost for up to a maximum of twelve credits per fiscal year.

Tier 2: Development Plan for Specialty Positions

Full-time employees with at least two years of continuous employment may be eligible to receive educational assistance up to 100% of the state school tuition and fee cost, for up to a maximum of 24 credits per fiscal year. Approved degree programs must be part of an employee's development plan for employees to pursue an appropriate degree, license or certification, and identified as a need under the Center recruitment plan for clinicians, teachers or nurses.

Tier 3: Other Educational Support Available

Devereux is dedicated to ongoing education that supports the development of our staff and

fulfills an operational need for those we serve. Within budget limitations, a Center may approve up to \$2,500 total expenses, per fiscal year for one or more of the programs listed below, provided it is part of a formal development plan or benefits the Center in meeting licensing or other regulatory requirements. Expenses in excess of \$2,500, must be approved by the appropriate Vice President (with One over One approval required): Certification / Licensure Programs Governing Board Examination Fees.

Devereux Advanced Behavioral Health knows that our long-term success depends on having educated, motivated, and dedicated employees.

Thomas C. and Maryann Hays Employee Education & Recognition Fund

Funds shall be limited to available dollars in the Center budget, as well as awards approved through the Thomas C. and Maryann Hays Employee Education & Recognition Fund. If available funds are limited, the consideration for approval will be based on an employee's contributions to the organization, years of service, and to those individuals closest to completing their degrees.

Distribution of STAP Funds

Following satisfactory completion of an approved course(s), CEU, or certification program, an employee will be reimbursed for pre-approved costs, in accordance with Center procedure. A Center may permit advancement of up to 50% of the reimbursable amount of tuition costs, not to exceed the maximum annual benefit amount. Advanced STAP funds are paid directly to the educational institution.

Repayment

1. Devereux will require repayment in full for a non-acceptable grade (undergraduate grade of less than a C or graduate program grade of less than a B), dropped class, or withdrawal.
2. Service Requirement:

Tier 1: Tuition Assistance

An employee who voluntarily resigns from Devereux or changes to part-time status in less than eighteen (18) months following the completion of the approved program will be required to reimburse Devereux for the benefit received. As a condition of accepting the benefit, the employee must agree to repay Devereux a pro-rated amount, based on the remainder of the service commitment period, as follows:

- a. 0 - 6 months, following payment by Devereux for approved continuing education costs, 100% of all payment made by Devereux on behalf of the employee.
- b. 7 - 12 months, 50% of all payment made by Devereux on behalf of the employee.
- c. 13 - 18 months, 25% of all payment made by Devereux on behalf of the employee.

Tier 2: Development Plan for Professional Positions

An employee who voluntarily resigns from Devereux or changes to part-time status in less than forty-eight (48) months following the completion of the approved program will be required to reimburse Devereux for the benefit received. As a condition for accepting the benefit, the employee must agree to repay Devereux a pro-rated amount, based on the remainder of the service commitment period, as follows:

- a. 0 - 12 months, following payment by Devereux for approved continuing

- education costs, 100% of all payment made by Devereux on behalf of the employee.
- b. 13 - 24 months, 75% of all payment made by Devereux on behalf of the employee.
- c. 25 - 36 months, 50% of all payment made by Devereux on behalf of the employee.
- d. 37 - 48 months, 25% of all payment made by Devereux on behalf of the employee.

Tier 3: Other Educational Support

An employee who voluntarily resigns from Devereux or changes to part-time status in less than eighteen (18) months following the completion of the approved program will be required to reimburse Devereux for the benefit received. As a condition for accepting the benefit, the employee must agree to repay Devereux a pro-rated amount, based on the remainder of the service commitment period, as follows:

- a. 0 - 6 months, following payment by Devereux for approved continuing education costs, 100% of all payment made by Devereux on behalf of the employee.
 - b. 7 - 12 months, 50% of all payment made by Devereux on behalf of the employee.
 - c. 13 - 18 months, 25% of all payment made by Devereux on behalf of the employee.
3. If an employee resigns or changes to part-time employment status prior to the conclusion of the designated service commitment period identified for Tiers 1, 2 and 3, the employee authorizes Devereux to deduct from employee's final, full-time pay check the maximum amount allowable under state and federal law to reimburse Devereux for payments made by Devereux on behalf of the employee, and which the employee has agreed to reimburse Devereux pursuant to the repayment schedules above. Additionally, to effectuate repayment, where permitted under state law, the employee agrees to forfeit accrued, unused Time-Off Benefit time that would have otherwise been paid at termination. Any remaining balance will be repaid to Devereux via a single lump sum payment on his/her last day of employment, or date of voluntary status change to part-time employment, and shall be made via certified or cashier's check, or money order made payable to The Devereux Foundation.

Staff Tuition Assistance Program Repayment Agreement – Tier 1

This Agreement, dated this _____ day of _____, 20____, between The Devereux Foundation (hereinafter “Devereux”) and _____ (hereinafter “Employee”).

WHEREAS, Employee has requested and been approved to receive financial support for continuing education in accordance with Devereux’s Staff Tuition Assistance Program (STAP); and

WHEREAS, Devereux has agreed to provide financial support for continuing education in accordance with Devereux’s Staff Tuition Assistance Program in the amount of **Two Thousand Five Hundred Dollars and No Cents (\$2,500.00) (for illustration purposes only);**

NOW THEREFORE, the Parties hereby agree that they are bound by the mutual terms and conditions contained herein:

- 1.** Employee agrees to continue to work for Devereux for a continuous period of full-time employment extending eighteen (18) months following the date that Devereux made payment on behalf of the Employee for approved continuing education costs (herein, the “Eighteen Month Period”). If the Employee meets this requirement, no amounts will be due from Employee to reimburse Devereux for the approved continuing education costs incurred on behalf of the Employee.
- 2.** If the Employee voluntarily resigns employment, voluntarily changes to part-time employment status, or is terminated for cause prior to the completion of the Eighteen Month Period, the Employee agrees to reimburse Devereux as follows:
 - a) 0 - 6 months, following payment by Devereux for approved continuing education costs, 100% of all payment made by Devereux on behalf of the Employee.
 - b) 7 - 12 months, 50% of all payment made by Devereux on behalf of the Employee.
 - c) 13 - 18 months, 25% of all payment made by Devereux on behalf of the Employee.
- 3.** If the employee voluntarily resigns employment or changes to part-time status within the Eighteen Month Period, Employee authorizes Devereux to deduct from Employee’s final, full-time pay check(s), the maximum amount allowable under state and federal law to reimburse Devereux for payments made by Devereux on behalf of the Employee, and which the Employee has agreed to reimburse Devereux pursuant to Paragraph 2 above. Additionally, to effectuate repayment, where permitted under state law, the Employee agrees to forfeit accrued, unused Time-Off Benefit time that would have otherwise been paid at termination. Any remaining balance will be repaid to Devereux via a single lump sum payment on his/her last day of employment, or date of voluntary status change to part-time employment, and shall be made via certified or cashier’s check, or money order made payable to The Devereux Foundation.
- 4.** If the Employee fails to complete the approved continuing education program, or fails to obtain a satisfactory grade as specified in Devereux’s Staff Tuition Assistance Program, the Employee agrees to reimburse Devereux as follows:
 - a. 100% of all payments made by Devereux on behalf of the Employee for approved continuing education costs.

5. If employee fails to complete the approved continuing education program, or fails to obtain a satisfactory grade as specified above, Employee authorizes Devereux to deduct from Employee's pay check(s), the maximum amount allowable under state and federal law, to reimburse Devereux for payments made on behalf of the Employee under the Staff Tuition Assistance Program Agreement. Alternatively, the Employee may make a single lump sum payment at the time of the Employee's withdrawal from the approved continuing education program, or upon the Employee's receipt of a final unsatisfactory grade via certified or cashier's check, or money order made payable to The Devereux Foundation.
6. Employee acknowledges that this repayment obligation has been entered into voluntarily and is not assignable to any person or entity. It is Employee's sole responsibility to repay this obligation.
7. If Employee fails to repay Devereux for incurred costs related to the Employee's approved continuing education program as stipulated above, Employee understands and agrees that Devereux may recover the non-reimbursed amount owed by Employee by engaging a collection agency, initiating of a civil lawsuit and/or any other legal recourse available to Devereux. Under such circumstances, Employee understands and agrees that Devereux shall be entitled to recover its non-reimbursed costs, collect any incurred legal fees, and apply the highest interest rate allowable by law, to the outstanding repayment owed.
8. Employee hereby agrees that he/she will bear sole and exclusive responsibility for any and all taxes owed or found to be owed and shall hold Devereux harmless from any and all claims, assessments, demands, penalties and interest owed by Employee to any individual or entity because of this shared costs/repayment agreement.
9. Employee understands that his/her employment is contingent upon satisfaction of all requirements for continued employment with Devereux.
10. This Agreement is not, nor shall it be deemed to be, a contract of employment between Devereux and Employee. Employee understands and agrees that he/she is an employee at will who may terminate his/her employment or be terminated for any or no cause. Employee understands and agrees that this repayment agreement does not change his/her at will employment status.
11. This Agreement shall be considered the entire agreement between the Parties and is binding upon the heirs, executors, administrators, successors and assigns of the Parties. This Agreement cannot be modified without the prior written consent of each Party. If any part of this Agreement is deemed unenforceable by any court of competent jurisdiction, that part shall be deemed void and the rest of the Agreement shall remain in full force and effect.
12. This Agreement shall be governed by the laws of the State of _____ (or Commonwealth).

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement effective the date first above written.

THE DEVEREUX FOUNDATION

By: _____
Executive Director

Date: _____

Employee Signature: _____

Date: _____

Staff Tuition Assistance Program Repayment Agreement – Tier 2

This Agreement, dated this _____ day of _____, 20____, between The Devereux Foundation (hereinafter “Devereux”) and _____ (hereinafter “Employee”).

WHEREAS, Employee has requested and been approved to receive financial support for continuing education in accordance with Devereux’s Staff Tuition Assistance Program (STAP); and

WHEREAS, Devereux has agreed to provide financial support for continuing education in accordance with Devereux’s Staff Tuition Assistance Program in the amount of **Two Thousand Five Hundred Dollars and No Cents (\$2,500.00) (for illustration purposes only);**

NOW THEREFORE, the Parties hereby agree that they are bound by the mutual terms and conditions contained herein:

1. Employee agrees to continue to work for Devereux for a continuous period of full-time employment extending forty-eight (48) months following the date that Devereux made payment on behalf of the Employee for approved continuing education costs (herein, the “Forty-Eight Month Period”). If the Employee meets this requirement, no amounts will be due from Employee to reimburse Devereux for the approved continuing education costs incurred on behalf of the Employee.
2. If the Employee voluntarily resigns employment, voluntarily changes to part-time employment status, or is terminated for cause prior to the completion of the Forty-Eight (48) Month Period, the Employee agrees to reimburse Devereux as follows:
 - a. 0 - 12 months, following payment by Devereux for approved continuing education costs, 100% of all payment made by Devereux on behalf of the Employee.
 - b. 13 - 24 months, 75% of all payment made by Devereux on behalf of the Employee.
 - c. 25 - 36 months, 50% of all payment made by Devereux on behalf of the Employee.
 - d. 37 - 48 months, 25% of all payment made by Devereux on behalf of the Employee.
3. If the employee voluntarily resigns employment or changes to part-time status within the Forty-Eight (48) Month Period, Employee authorizes Devereux to deduct from Employee’s final, full-time pay check(s), the maximum amount allowable under state and federal law to reimburse Devereux for payments made by Devereux on behalf of the Employee, and which the Employee has agreed to reimburse Devereux pursuant to Paragraph 2 above. Additionally, to effectuate repayment, where permitted under state law, the Employee agrees to forfeit accrued, unused Time-Off Benefit time that would have otherwise been paid at termination. Any remaining balance will be repaid to Devereux via a single lump sum payment on his/her last day of employment, or date of voluntary status change to part-time employment, and shall be made via certified or cashier’s check, or money order made payable to The Devereux Foundation.
4. If the Employee fails to complete the approved continuing education program, or fails to obtain a satisfactory grade as specified in Devereux’s Staff Tuition Assistance Program, the Employee agrees to reimburse Devereux as follows:
 - a. 100% of all payments made by Devereux on behalf of the Employee for approved continuing education costs.

5. If employee fails to complete the approved continuing education program, or fails to obtain a satisfactory grade as specified above, Employee authorizes Devereux to deduct from Employee's pay check(s) the maximum amount allowable under state and federal law, to reimburse Devereux for payments made on behalf of the Employee under the Staff Tuition Assistance Program Agreement. Alternatively, the Employee may make a single lump sum payment at the time of the Employee's withdrawal from the approved continuing education program, or upon the Employee's receipt of a final unsatisfactory grade via certified or cashier's check, or money order made payable to The Devereux Foundation.
6. Employee acknowledges that this repayment obligation has been entered into voluntarily and is not assignable to any person or entity. It is Employee's sole responsibility to repay this obligation.
7. If Employee fails to repay Devereux for incurred costs related to the Employee's approved continuing education program as stipulated above, Employee understands and agrees that Devereux may recover the non-reimbursed amount owed by Employee by engaging a collection agency, initiating of a civil lawsuit and/or any other legal recourse available to Devereux. Under such circumstances, Employee understands and agrees that Devereux shall be entitled to recover its non-reimbursed costs, collect any incurred legal fees, and apply the highest interest rate allowable by law, to the outstanding repayment owed.
8. Employee hereby agrees that he/she will bear sole and exclusive responsibility for any and all taxes owed or found to be owed and shall hold Devereux harmless from any and all claims, assessments, demands, penalties and interest owed by Employee to any individual or entity because of this shared costs/repayment agreement.
9. Employee understands that his/her employment is contingent upon satisfaction of all requirements for continued employment with Devereux.
10. This Agreement is not, nor shall it be deemed to be, a contract of employment between Devereux and Employee. Employee understands and agrees that he/she is an employee at will who may terminate his/her employment or be terminated for any or no cause. Employee understands and agrees that this repayment agreement does not change his/her at will employment status.
11. This Agreement shall be considered the entire agreement between the Parties and is binding upon the heirs, executors, administrators, successors and assigns of the Parties. This Agreement cannot be modified without the prior written consent of each Party. If any part of this Agreement is deemed unenforceable by any court of competent jurisdiction, that part shall be deemed void and the rest of the Agreement shall remain in full force and effect.
12. This Agreement shall be governed by the laws of the State of _____ (or Commonwealth).

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement effective the date first above written.

THE DEVEREUX FOUNDATION

By: _____
 Executive Director

Date: _____

Employee Signature: _____

Date: _____

Staff Tuition Assistance Program Repayment Agreement – Tier 3

This Agreement, dated this _____ day of _____, 20____, between The Devereux Foundation (hereinafter “Devereux”) and _____ (hereinafter “Employee”).

WHEREAS, Employee has requested and been approved to receive financial support for continuing education in accordance with Devereux’s Staff Tuition Assistance Program (STAP); and

WHEREAS, Devereux has agreed to provide financial support for continuing education in accordance with Devereux’s Staff Tuition Assistance Program in the amount of **Two Thousand Five Hundred Dollars and No Cents (\$2,500.00) (for illustration purposes only)**;

NOW THEREFORE, the Parties hereby agree that they are bound by the mutual terms and conditions contained herein:

- 1.** Employee agrees to continue to work for Devereux for a continuous period of full-time employment extending eighteen (18) months following the date that Devereux made payment on behalf of the Employee for approved continuing education costs (herein, the “Eighteen Month Period”). If the Employee meets this requirement, no amounts will be due from Employee to reimburse Devereux for the approved continuing education costs incurred on behalf of the Employee.
- 2.** If the Employee voluntarily resigns employment, voluntarily changes to part-time employment status, or is terminated for cause prior to the completion of the Eighteen Month Period, the Employee agrees to reimburse Devereux as follows:
 - a. 0 - 6 months following payment by Devereux for approved continuing education costs, 100% of all payments made by Devereux on behalf of the Employee.
 - b. 7 - 12 months, 50% of all payments made by Devereux on behalf of the Employee.
 - c. 13 - 18 months, 25% of all payments made by Devereux on behalf of the Employee.
- 3.** If the employee voluntarily resigns employment or changes to part-time status within the Eighteen Month Period, Employee authorizes Devereux to deduct from Employee’s final, full-time pay check(s), the maximum amount allowable under state and federal law to reimburse Devereux for payments made by Devereux on behalf of the Employee, and which the Employee has agreed to reimburse Devereux pursuant to Paragraph 2 above. Additionally, to effectuate repayment, where permitted under state law, the Employee agrees to forfeit accrued, unused Time-Off Benefit time that would have otherwise been paid at termination. Any remaining balance will be repaid to Devereux via a single lump sum payment on his/her last day of employment, or date of voluntary status change to part-time employment, and shall be made via certified or cashier’s check, or money order made payable to The Devereux Foundation.
- 4.** If the Employee fails to complete the approved continuing education program, or fails to obtain a satisfactory grade as specified in Devereux’s Staff Tuition Assistance Program, the Employee agrees to reimburse Devereux as follows:
 - a. 100% of all payments made by Devereux on behalf of the Employee for approved continuing education costs.

5. If employee fails to complete the approved continuing education program, or fails to obtain a satisfactory grade as specified above, Employee authorizes Devereux to deduct from Employee's pay check(s) the maximum amount allowable under state and federal law, to reimburse Devereux for payments made on behalf of the Employee under the Staff Tuition Assistance Program Agreement. Alternatively, the Employee may make a single lump sum payment at the time of the Employee's withdrawal from the approved continuing education program, or upon the Employee's receipt of a final unsatisfactory grade via certified or cashier's check, or money order made payable to The Devereux Foundation.
6. Employee acknowledges that this repayment obligation has been entered into voluntarily and is not assignable to any person or entity. It is Employee's sole responsibility to repay this obligation.
7. If Employee fails to repay Devereux for incurred costs related to the Employee's approved continuing education program as stipulated above, Employee understands and agrees that Devereux may recover the non-reimbursed amount owed by Employee by engaging a collection agency, initiating of a civil lawsuit and/or any other legal recourse available to Devereux. Under such circumstances, Employee understands and agrees that Devereux shall be entitled to recover its non-reimbursed costs, collect any incurred legal fees, and apply the highest interest rate allowable by law, to the outstanding repayment owed.
8. Employee hereby agrees that he/she will bear sole and exclusive responsibility for any and all taxes owed or found to be owed and shall hold Devereux harmless from any and all claims, assessments, demands, penalties and interest owed by Employee to any individual or entity because of this shared costs/repayment agreement.
9. Employee understands that his/her employment is contingent upon satisfaction of all requirements for continued employment with Devereux.
10. This Agreement is not, nor shall it be deemed to be, a contract of employment between Devereux and Employee. Employee understands and agrees that he/she is an employee at will who may terminate his/her employment or be terminated for any or no cause. Employee understands and agrees that this repayment agreement does not change his/her at will employment status.
11. This Agreement shall be considered the entire agreement between the Parties and is binding upon the heirs, executors, administrators, successors and assigns of the Parties. This Agreement cannot be modified without the prior written consent of each Party. If any part of this Agreement is deemed unenforceable by any court of competent jurisdiction, that part shall be deemed void and the rest of the Agreement shall remain in full force and effect.
12. This Agreement shall be governed by the laws of the State of _____ (or Commonwealth).

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement effective the date first above written.

THE DEVEREUX FOUNDATION

By: _____
Executive Director

Date: _____

Employee Signature: _____

Date: _____

Staff Tuition Assistance Program (STAP)

Devereux STAP Request

The Devereux Staff Tuition Assistance Plan (STAP) was established as an integral part of the Staff Development Program for full-time employees with a minimum of six months of service. External educational support includes CEUs, certifications, and tuition assistance for continuing education or degree programs at an approved university or college. The funds may be used for continuing education and development opportunities, which support the professional growth of the employee and the needs of the organization. Please refer to the Comprehensive Overview found at benefits.devereux.org under “Learn More” for additional information and instructions. Participation in Devereux’s STAP will not be denied to any qualified, full-time employee because of his/her race, color, religion, sex, national origin, marital status, physical or mental disability, gender identity and expression, or sexual orientation.

Request for Use of Center STAP Funds

1. Complete the information listed below and forward it to your immediate supervisor for consideration, **prior** to enrolling in a continuing education course(s), certificate program or seminar/workshop. If the use of STAP funds is recommended by your direct supervisor, forward the form the Center Human Resources Director for review.
2. HR Director (or designee) will review, and forward the **Request for Use of Center STAP Funds** form to the Center Executive Director for final approval.
3. Employees approved to utilize Center STAP funds must complete a **Staff Tuition Assistance Repayment Agreement** prior to beginning the approved course(s); or if applicable, prior to an advanced payment being submitted to the employee’s educational institution through Devereux’s Accounts Payable process.
4. Submit the **Request for Use of Center STAP Funds** form, along with proof of payment, registration, and other supporting documentation to the Center Human Resources Director for processing.
5. Upon completion of the course(s), submit final grade(s) to the Center Human Resources Director for reimbursement through Devereux Payroll.

Degree Type (AA, AS, BA, BS, MA, MS, Other—please specify): _____

University/Institution: _____

Major / Certification Type: _____

Anticipated Completion (MM/YY): _____ Current / Cumulative GPA: ____/____

Cost per Credit: \$_____ Required / Completed # of Credits: ____/____

1) Course Title: _____

Amount Requested: \$ _____ Course Begins: _____ Course Ends: _____

of Credits: _____ Justification for taking course: _____

2) Course Title: _____

Amount Requested: \$ _____ Course Begins: _____ Course Ends: _____

of Credits: _____ Justification for taking course: _____

Total Amount Requested: \$ _____

*Devereux Advanced Behavioral Health will advance 50% of the reimbursable amount of tuition costs to the employee, not to exceed the maximum benefit amount. The amount requires that the employee arranges for the college or university to accept the payment directly from Devereux. The advance can only be made payable to the institution providing the education. The request of this funding arrangement is optional. There is no advance funding for CLEP exams.

Employees who do not achieve the required grade, withdraw from a course or terminate employment prior to the end of the academic semester will be responsible for reimbursing Devereux for the full amount of the advance.

**Amount requested for advanced payment cannot exceed 50% of total cost of the course(s).
University Course Registration Form and Invoice must be attached.**

Advanced Payment Amount \$ _____

For Request for Advanced Payment Only – Indicate Institution Name and Mailing Address for Bursar’s Office Below:

Date: _____

Employee Signature

Approved _____ Not Approved _____ Date: _____

Program / Department Supervisor

Approved _____ Not Approved _____ Date: _____

Center Human Resources Director

Approved _____ Not Approved _____ Date: _____

Executive Director / VP

Amount Approved: \$ _____

Center Human Resources ONLY

____ **Accounts Payable:** Process Advanced Payment Directly to Educational Institution in the amount of \$ _____

Check Date: _____ (Direct Deposit):

Charge to: _____

____ **Payroll:** Process reimbursement to employee in accordance with Devereux's regular payroll schedule in the amount of \$ _____.

Check Date: _____ (Direct Deposit):

Employee Name: _____

Employee Number: _____

HR Approval by: _____ Date: _____