



Payroll Deduction Request for Personal PCard Transactions of Separating Employee

Instructions:

- Use this form to request a payroll deduction for personal PCard transactions of an employee separating from Yale employment within the current month.
- Complete all sections of this form.
- Submit completed form to sharedservices@yale.edu at least five (5) business days prior to the separating employee's final payroll processing. See [Payroll Schedule](#) to determine the correct timing.

Preparer Information			
Name:		Title:	
Department:		Email:	

Separating Employee Information	
Employee Name:	
Employee Number:	

Expense Report Information	
Expense Report number(s) containing personal PCard transaction(s):	

Payroll Information	
Amount to be deducted from payroll:	
Date of employee's final payroll processing:	
Payroll group:	<input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Weekly