



970 Klamath Lane  
Yuba City, CA 95993  
(530) 822-2900  
(530) 671-3422

**REQUEST FOR SPECIAL PAYROLL RUN**

Date: \_\_\_\_\_

District/Department: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Requested Date of Warrant: \_\_\_\_\_

Requested By: \_\_\_\_\_

**\*Note submission information below**

\*\*\*\*\*

**COUNTY ONLY**

Data Submission Deadline: \_\_\_\_\_ Time: \_\_\_\_\_

All Back-up must be submitted to the Payroll Department on Data Submission Date: i.e. Pre-List, Authorization, Salary Schedule, Board Minutes/Settlement Action, New Contracts, and Signed Time Sheets.

Production Date (SCOE): \_\_\_\_\_

Warrant Date: \_\_\_\_\_

Date/Time Warrant Available: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Asst. Superintendent or  
Director, External Business Services  
cc: Payroll, District, D/P Operator