



# BEE COUNTY – HR DEPARTMENT PAYROLL CHECK PICK-UP REQUEST

I \_\_\_\_\_ am the person designated to pick up payroll check on behalf  
(Print Individual's Name)

of: \_\_\_\_\_. This is for **REGULAR** payroll cycle:  
(Print Employee's Name)

PPE: \_\_\_\_\_ and Pay Date: \_\_\_\_\_

Method of Communication: Phone call request from: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adriana Casarez – HR Director

\_\_\_\_\_  
Coleen Borrego, Payroll Assistant

or

\_\_\_\_\_  
Jaime Castillo, HR Specialist