

State of Kansas
\$0.00 Net Pay
Department of Administration Payroll Services
(Please print or type all information)

Form Instructions:

- 1. Any employee showing on the PAY002 with a Net Pay of \$0.00 must have this form signed and on file at their employing agency.
- 2. If the employee is not able to sign the form, contact the employee in another method and note how the acknowledgment was received below.
- 3. If the employee expects to have \$0.00 Net Pay for a long term, they may approve that pay for a range of pay periods via this form.
- 4. The reason for \$0.00 Net Pay must be completed by the agency.

Agency	Employee ID	Empl Rcd #	Employee Name (Last, First, MI)

Pay Period End	Check Date	Reason for \$0.00 Net Pay
If multiple periods are involved, list the range of periods below.		

By signing below, I understand that the next paycheck that I am receiving on _____ is \$0.00, for the reason stated above, and I acknowledge payment of that amount is appropriate and could continue for the pay periods listed above.

Agency Signature/Date

Employee Signature/Date

If the employee is unable to sign this form, please detail below how the employee was informed of and acknowledged the \$0.00 paycheck.