



Orion ISO

Intermediary Service Organization

9400 Golden Valley Road, Golden Valley, MN 55427 PH: 763-450-5040 FAX: 763-450-5005

PTO REQUEST FORM

Please complete this form, make a copy for yourself, and submit to the Managing Employer for approval.
If approved, the managing employer will submit to the Orion ISO Payroll Department for payment.

Employee Name _____

Consumer Name _____

List Each Date Requested: _____

Number of Total Hours Requested: _____

Employee Signature _____

Date request submitted _____

Managing Employer Approval Signature _____

Date Approved _____

Submit to:

Orion ISO
Attn: Payroll
9400 Golden Valley Rd.
Golden Valley, MN 55447
ISO-payroll@orionassoc.net
844-450-5566 (fax)

PTO Request Forms must be submitted by the 2nd or 17th of each month
in order to be paid on the next regularly scheduled pay date.