



HUMAN RESOURCES
1600 Holloway Avenue, ADM 252
San Francisco, CA 94132
Tel: 415/338-1920
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December 30th 2016 Live Warrant Pickup Request Form

1. This form MUST be completed by employees who want to pick up their pay warrant on Friday, December 30, 2016. Return this form to Human Resources (ADM 252) by **December 19, 2016. Employees who do not submit this form WILL NOT be able to pick up their pay warrant on December 30, 2016, as the checks will not be available for distribution (no exceptions).

2. After this signed form is returned, a confirmation with pick up time and location will send to you via email or via phone call (for employee has no email access only) by December 20th.

**A SFSU photo ID or Government-Issued photo ID will be required in order to pick-up your pay warrant.

4. The pay warrant will be dated January 1, 2017, and thus must NOT be cashed or deposited before 3:00 p.m. on December 31, 2016.

5. Direct Deposit advices will be available on January 3, 2017, by regular department distribution, and will not be available for pick up on December 30th. Paycheck view will be available on January 1, 2017, in the SFSU portal under Employee Services/HR Self Service/My Personal Information/My Paychecks.

If you have any questions or did not receive the confirmation after 5:00PM, 12/20/16 please contact your respective payroll analysts.

PRINT NAME (Last, First)

DEPARTMENT NAME

SFSU ID#

Employee's Signature

PHONE NUMBER _____ FOR EMPLOYEE WHO HAS NO EMAIL ACCESS ONLY