



HUMAN RESOURCES
1600 Holloway Avenue, ADM 252
San Francisco, CA 94132
Tel: 415/338-1920
Fax: 415/338-0521

March 30th, 2018 Live Warrant Pickup Request Form

- 1. This form MUST be completed by employees who want to pick up their pay warrant on Friday, March 30th, 2018. Return this form to Human Resources (ADM 252) by **March 21st, 2018. Employees who do not submit this form WILL NOT be able to pick up their pay warrant on March 30th, 2018, 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 March 23rd, 2018.
3. **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 April 1st, 2018, and thus must NOT be cashed or deposited before 3:00 p.m. on March 31, 2018.
5. Direct Deposit advices will be available on April 2nd, 2018, by regular department distribution, and will not be available for pick up on March 30th. Paycheck view will be available on April 1st, 2018, 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, March 23rd, 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