



PAYROLL DEPARTMENT
IMPORTANT PAY WARRANT INFORMATION
For Employees NOT on Direct Deposit
**Revised 12/08/2015

If you plan to pick-up your pay warrant on December 31, 2015, please read below:

- 1. This form MUST be completed by employees who want to pick up their pay warrant on Thursday, December 31, 2015. Return this form to Human Resources (ADM 252) by **December 21, 2015. Employees who do not submit this form WILL NOT be able to pick up their pay warrant on December 31, 2015, as the checks will not be available for distribution (no exceptions). This signed form must be returned.
2. Only live checks, not direct deposit advices, will be available for pick-up. Direct Deposit information can be accessed via the employee Gateway services (see below).
3. After this signed form is returned, we will notify you with the time and location for your pick-up. Please provide your contact information below to receive this notification.
**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, 2016, and thus must NOT be cashed or deposited before 3:00 p.m. on December 31, 2015.
5. Direct Deposit advices will be available on January 4, 2016, by regular department distribution, and will not be available for pick up on December 31st. Paycheck view will be available on January 1, 2016, in the SFSU portal under Employee Services/HR Self Service/My Personal Information/My Paychecks.
6. If you are employed by more than one department, and receive more than one pay warrant, please submit a separate form for each department.

If you have any questions, please contact your respective payroll analysts.

PRINT NAME (Last, First) DEPARTMENT NAME SFSU ID#

SFSU EMAIL ADDRESS OR PHONE NUMBER

SIGNATURE DATE

*****Do not write below this line*****

Warrant # Unit #

Signature – Live check received