



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

December 31st 2019 Live Warrant Pickup Request Form

1. This form MUST be completed by employees who want to pick up their pay warrant \*\* on Tuesday, December 31, 2019. Return this form to Human Resources (ADM 252) by December 17, 2019. Employees who do not submit this form WILL NOT be able to pick up their pay warrant on December 31, 2019, 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 be sent to you via email or via phone call (for employees who have no email access) by December 18th.

\*\* 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, 2020, and thus must NOT be cashed or deposited before 3:00 p.m. on December 31, 2019.

5. Direct Deposit advices will be available on January 2, 2020, by regular department distribution, and will not be available for pick up on December 31st. Paycheck view will be available on January 1, 2020, 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, 12/18/19 please contact the Payroll Representative for your area or Agnes Cheng, Associate Director, Payroll (5-4359 or acheng@sfsu.edu).

PRINT NAME (Last, First)

DEPARTMENT NAME

SFSU ID#

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\_\_\_\_\_ Employee's Signature

PHONE NUMBER \_\_\_\_\_ FOR EMPLOYEE WHO HAS NO EMAIL ACCESS ONLY