

## Paycheck Mailing Request Form

*Please submit form to Human Resources - Sierra Hall 110*

---

Employee Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

---

Please provide a detailed reason for your request to have you monthly paycheck mailed to you. Common reasons for an accommodation include but are not limited to, temporary medical impairments, work schedule, type of employment, and length of travel to CSUSB. We encourage you to sign up for direct deposit if you are eligible. Approval of mailing checks will be based on necessity and not on convenience consistent with State Administrative Manual Policy 8580.2.

By writing your initials in the box below, I acknowledge that I have read and understand the Paycheck Mailing Policies located on Side 2 of this request from.

**Please select box:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

Office Use Only:      Approved       Denied       Other

---

---

---

---

## State Administrative Manual Policy 8580.2

### Release of Salary Warrants (Revised 9/00)

When a pay period ends on a normal workday (Monday through Friday), departments may release salary warrants anytime on that day after the employee has completed the work for the pay period. For employees who complete their shift at 5:00 p.m. on the last day of the pay period, departments may release salary warrants up to two hours prior to the end of the shift for administrative ease. When the pay period ends on a Saturday, a Sunday, or a holiday, departments may release salary warrants anytime on the last preceding normal workday (Monday through Friday) provided the employee has completed the work for the pay period. If employees are going to deposit or cash their warrants prior to the issue date, they should be cautioned to do it just before bank closing time, or 4:00 p.m. on those days when the banks are open until 6:00 p.m. This will ensure that the warrant will not be presented to the State Treasurer's Office prior to the issue date since it cannot accept warrants from a bank before the issue date of the warrant.

Salary warrants will not be distributed to employees until the time paid for as shown on the Payroll Warrant Register has been verified with the attendance reports and a check made to ensure that the warrants should not be withheld because of amounts due to the agency revolving fund or judgment creditors. Supplemental Payroll Warrant Registers will be checked against uncleared reports of exceptions, adjustment notices, or other payroll records to ensure against release of duplicate or otherwise improper payments. Agencies having maintenance deductions, e.g., housing charges will check final payments for separating employees to ensure that all maintenance charges have been collected.

Salary warrants will not be mailed for employee convenience. If employees are absent due to an approved nonrecurring condition, such as travel, sickness, or training, and prior arrangements have been made, warrants may be mailed.

---

### Lost or Stolen Pay Check

If you lose your check, you may request for your check to be reprinted by the State Controller's Office. Please contact the Payroll Department at 909-537-5159 for further information.

If your check is stolen and cashed (Unauthorized Check Cashing), it is your responsibility to file a police report to recover stolen funds. California State University is not responsible for stolen checks if they are cashed.

### Mailing Address

All paychecks are mailed certified to the employees mailing address listed in PeopleSoft. CSUSB Employees are responsible for ensuring that their correct mailing address is listed. To update your mailing address, please go to the Human Resources Department and complete an Employee Action Request Form. All address changes must be complete 30 days prior to the next secluded payday.

---

### Appeal

If your request was denied, you may schedule an appointment to meet with César Portillo, Associate Vice President of Human Resources to appeal the decision. Please contact Debbie Gawryluk at 909-537-5138 to schedule a meeting.

Clear Form

Print Form

Submit Form