



STUDENT FINANCIAL SERVICES CENTER

**CHECK PICK-UP REQUEST FORM**

DATE: October 31, 2006

TO: Campus Community

FROM: Caryl Vickers-Harper  
Student Financial Services Center, Interim Asst. Director

SUBJECT: **NEW PROCEDURE-** Release of December 2006 Payroll Checks

Master payday falls on Friday, December 29, 2006, during the Winter Break. This *does not* include student employees.

This year, paychecks will be released in person only upon written request from the individual employee. Checks will be available from 1:00 – 3:00 PM on December 29, 2006 in Lassen Hall Room 1001. Please enter the building at the side entrance of Lassen Hall facing Sacramento Hall.

Checks not requested for pick-up will be distributed by your Warrant Officer on January 2, 2007. If you request to pick-up your check on December 29, 2006, and are unable to do so, you must pick it up in the Student Financial Services Center on January 2, 2007.

Individuals participating in the direct deposit system will have their funds deposited to their bank; it is not necessary to complete this form. Your Warrant Officer will distribute direct deposit slips on January 2, 2007.

**Please note: If pick-up is not requested on this form, by the deadline, your check will not be available on December 29, 2006.**

**DEADLINE FOR SUBMISSION: DECEMBER 15, 2006**

If you have any questions, please call Disbursements at x87422.

Please print and complete all items.

Last Name:\_\_\_\_\_ Middle Initial:\_\_\_\_ First Name:\_\_\_\_\_

Department & College or Department & Division:\_\_\_\_\_  
(examples: English, Arts & Letters or Career Center, Student Affairs)

**Please return to the Student Financial Services Center, campus zip 6052 by December 15, 2006.**