

Temporary Mailing of Paychecks

1. Click on the *Temporary Mailing of Paychecks* link to start the form.
2. You will be prompted to login to Adobe Acrobat Sign.
 - a. In the *email address line*, type in your full saclink email address including @csus.edu (ex. xxxxx@csus.edu) (see figure 1. for the Adobe Acrobat Sign-In screenshot).
 - b. Click the **Continue** button.
 - c. You will see an Adobe Acrobat Sign splash screen as it routes you to the *Adobe Acrobat Sign Send* page.

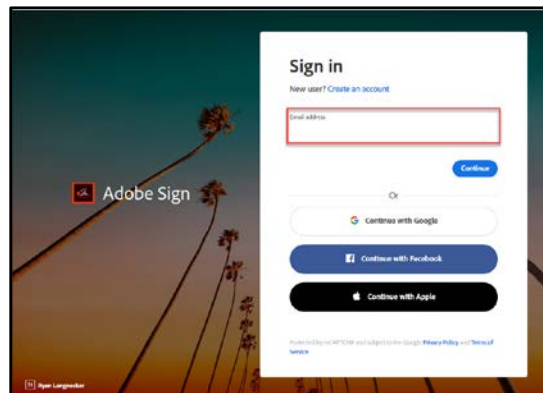


Figure 1. Adobe Sign-In screenshot

3. Once on the *Adobe Acrobat Sign Send* page, click the **Send** button (see figure 2. for the *Send* page screen) to route you to the form. Please note the recipients email address auto-populates and you will not be able to change this.

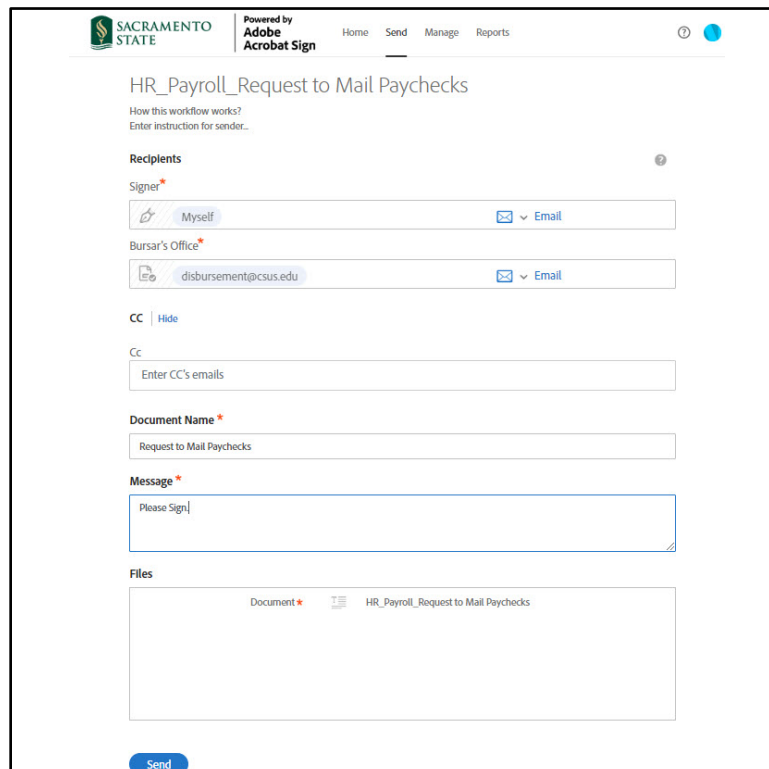


Figure 2. Send page screenshot

4. Once on the form, click the blue **Start** tab to navigate to the required fields and type in your information (see figure 3. for the Temporary Mailing of Paychecks form screenshot).

Request to Mail Paycheck
For employees who are never on campus, or who work outside of regular business hours.

Please follow these instructions if you wish to receive your live pay warrant by mail. You must verify your home address to ensure that your warrant will be mailed to the correct address. This authorization will be in effect until you enroll in Direct Deposit, or until further notice.

1. Log in to My Sac State using your username and password
2. Click on the Employee Center link
3. Under the Personal Information Summary link, review and/or update your "Home" address (this is where your pay warrant will be mailed).
4. Once you have verified or updated your home address, please complete and "sign" this form.
5. This form will be automatically sent to the Bursar's Office for mailing your live pay warrants.

We strongly recommend that you sign up for direct deposit using the Direct Deposit link in your Employee Center. It will take one to two pay periods for direct deposit to go into effect.

Start

Print Name:

Signature Authorization:

For mailing live check:

Employee ID:

Last 4 of SSN:

Figure 3. Temporary Mailing of Paychecks form screenshot

5. Once you tab to the *Signature* field, the signature screen will display to provide signing options (see figure 4. for applying signature screenshot).
- a. Select the method of signing by clicking on **Type**, **Draw**, **Image**, or **Mobile**, and follow the instructions displayed to complete this process.
 - b. After completing the signature process, click the **Apply** button to apply the signature on the form.

Sign

Type your signature here

Type Draw Image Mobile

Close Apply

Figure 4. Applying signature screenshot

6. Once your signature is applied, click the blue **Click to Sign** button at the bottom of your screen (see figure 5. the Click to Sign button).



Figure 5. Click to Sign button screenshot

7. A thumbnail of the document and confirmation message will display. (see figure 6. Confirmation message screenshot) This completes your portion of the Temporary Mailing of Paychecks form. Please note that you will also receive an email in Outlook confirming the completion of the form.

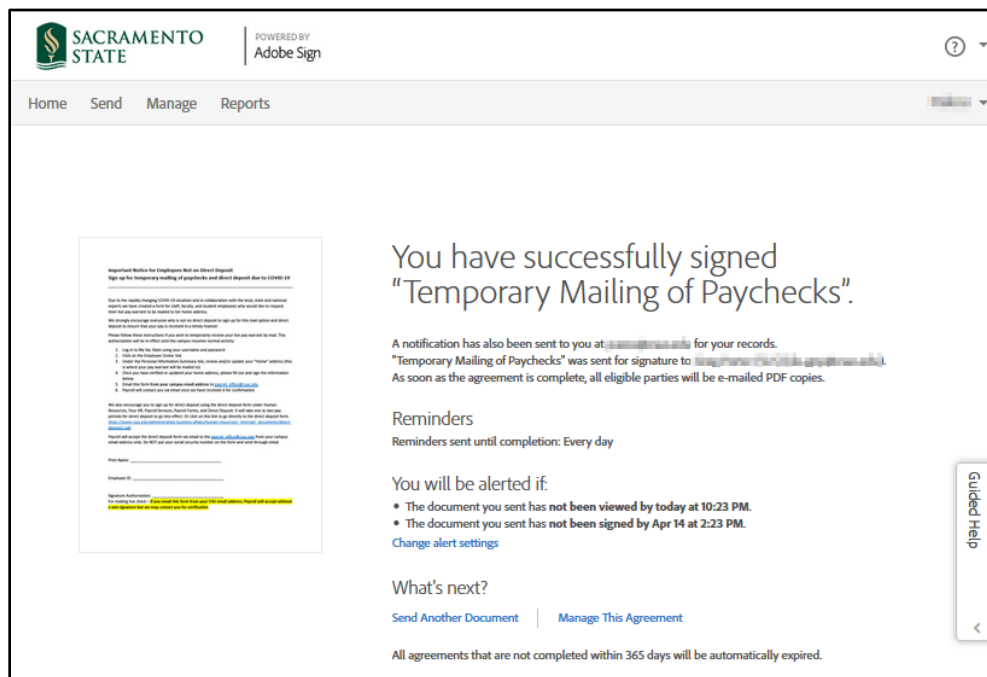


Figure 6. Confirmation message screenshot