

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 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 Sign-In screenshot).
 - b. Click the **Continue** button.
 - c. You will see an Adobe Sign splash screen as it routes you to the *Adobe Sign Send* page.

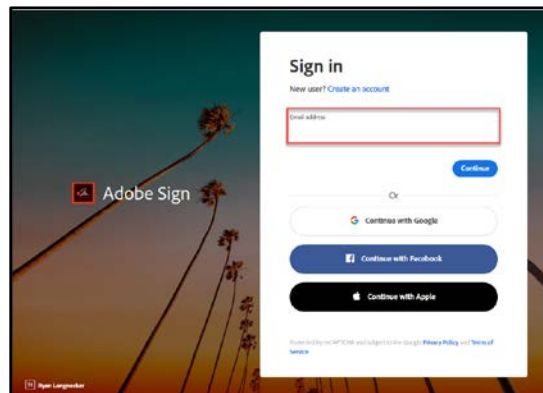


Figure 1. Adobe Sign-In screenshot

3. Once on the *Adobe 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 in and you will not be able to change this.

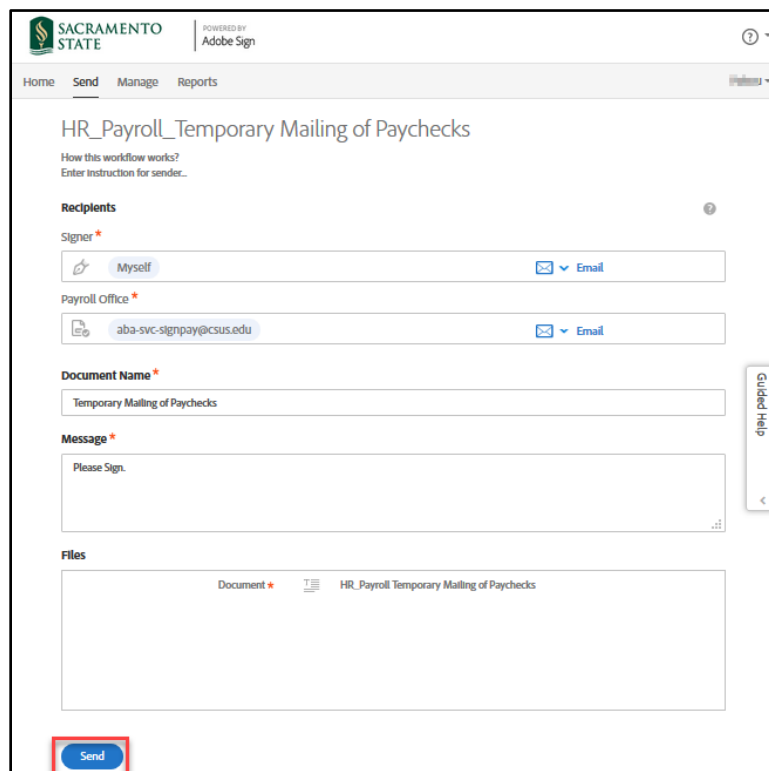


Figure 2. Send page screenshot

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

SACRAMENTO STATE | POWERED BY Adobe Sign

Options Temporary Mailing of Paychecks Next Required 2

Important Notice for Employees Not on Direct Deposit

Sign up for temporary mailing of paychecks and direct deposit due to COVID-19

Due to the rapidly changing COVID-19 situation and in collaboration with the local, state and national experts we have created a form for staff, faculty, and student employees who would like to request their live pay warrant to be mailed to her home address.

We strongly encourage everyone who is not on direct deposit to sign up for this mail option and direct deposit to ensure that your pay is received in a timely manner.

Please follow these instructions if you wish to temporarily receive your live pay warrant by mail. This authorization will be in effect until the campus resumes normal activity:

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 to)
4. Once you have verified or updated your home address, please fill out and sign the information below.
5. Email this form from your campus email address to payroll_office@csus.edu
6. Payroll will contact you via email once we have received it for confirmation

We also encourage you to sign up for direct deposit using the direct deposit form under Human Resources, Your HR, Payroll Services, Payroll Forms, and Direct Deposit. It will take one to two pay periods for direct deposit to go into effect. Or click on this link to go directly to the direct deposit form. <https://www.csus.edu/administration-business-affairs/human-resources/internal/documents/direct-deposit1.pdf>

Payroll will accept the direct deposit form via email to the payroll_office@csus.edu from your campus email address only. Do NOT put your social security number on the form and send through email.

Print Name: _____

Employee ID: * _____

Signature Authorization: [Click here to sign](#)

For mailing live check - If you email this form from your CSU email address, Payroll will accept without a wet signature but we may contact you for verification

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.

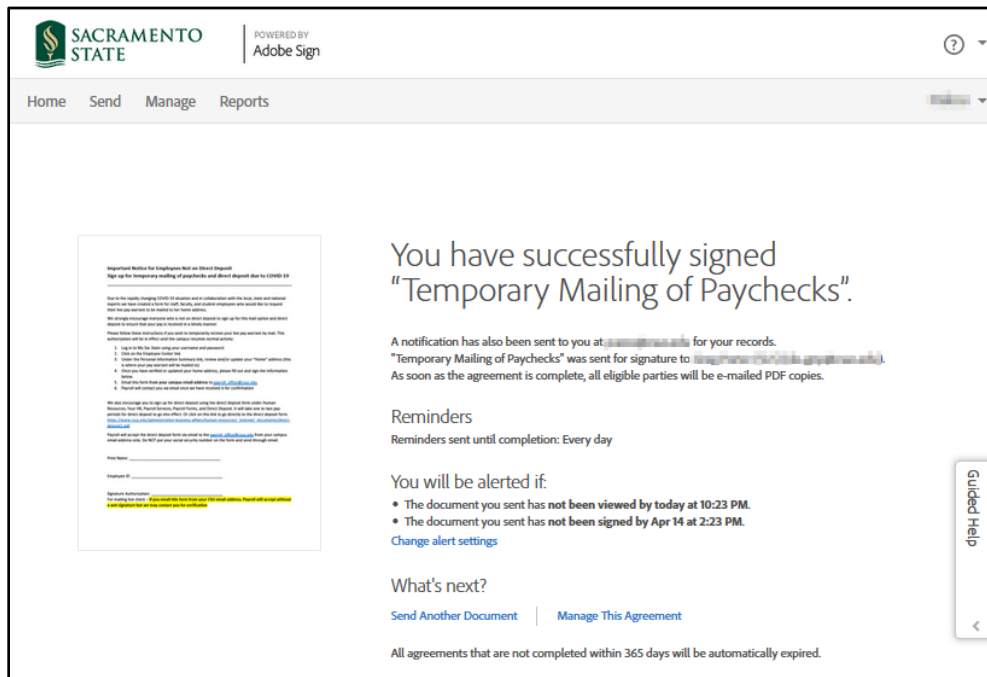


Figure 6. Confirmation message screenshot