



## *From the Bursar's Office*

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### **Important information regarding April 15th payroll checks**

To ensure timely and proper distribution of payroll checks during these extenuating circumstances, the Bursar's Office will be implementing temporary changes to the live check disbursement process for April 15th payroll. Please note that this payroll is for student pay, shift differentials, stipends, overtime, emergency pay, etc.

#### **Having your live check mailed to you**

- Those who wish to have their April 15th paycheck mailed to them must complete the form that can be found [HERE](#). The instructions on the form will authorize the campus to mail your paycheck until the campus resumes normal activity. If you have already submitted this request, you do not need to do it again.

#### **Picking up your check in person**

- If you do not wish your check to be mailed to you, the campus is offering the option of picking up the live check in-person; however, we are taking every precaution to ensure the safety of everyone who elects this option.

- Checks will only be available for pick up on Wednesday, April 15 from 9:00am-11:00am in the Bursar's Office, Lassen Hall, Room 1001.
- Please bring your OneCard or other form of photo ID. You are also asked to bring your own pen to sign for your check.
- Those who elect to pick up their checks will be required to practice social distancing.

If you do not come in person to pick up your live check on April 15th, and we do not have a temporary mail form on file, the Bursar's Office will be open to disburse payroll on subsequent Wednesdays between 9:00-11:00am.

#### **Current Direct Deposit recipients**

- If you currently are set up for direct deposit, you can view your pay warrant information through the Employee Center. Direct deposit pay stubs will not be disbursed until the campus resumes normal operations.

During these unpredictable times, ALL faculty and staff are **strongly encouraged** to sign up for direct deposit. To sign up, complete the form [HERE](#). You can mail the completed form to:

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[Subscribe](#) to our email list.

6000 J Street  
MS 6032  
Sacramento, CA 95819

You may also email the completed form to [Payroll\\_Office@csus.edu](mailto:Payroll_Office@csus.edu). If you elect to email the form, DO NOT type in your social security number. Instead, input your Sac State employee ID.

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Administration & Business Affairs SacSends can be  
accessed here: <https://www.csus.edu/administration-business-affairs/operations/campus-communications.html>

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