



From the Division of Administration and Business Affairs

Important information regarding March 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 March payroll.

Having your live check mailed to you

Faculty and staff who wish to have their March 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.

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 **March 30 from 10:00 a.m. to 12:00 p.m.** in Yosemite Hall 171 (North Gym).
- 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 March 30 from 10:00 a.m. to 12:00 p.m. and we do not have a temporary mail form on file, you may come to the Bursar's Office after March 30. However, the Bursar's Office will only be open for limited periods of time. For the specific times they will be open, check out their website [HERE](#).

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:

Payroll Services
6000 J Street

[Subscribe](#) to our email list.

MS 6032

Sacramento, CA 95819

You may also email the completed form to 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.**

FAQs regarding March payroll can also be referenced [HERE](#). For questions regarding the check disbursement process, please contact the Bursar's Office at bursar@csus.edu or 916-278-1000, option 3. Voicemails are being monitored remotely.

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