



*From the Bursar's Office*

---

### Important information regarding June 15 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 June 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 June 15<sup>th</sup> paycheck mailed to them must complete the Temporary Mailing of Paycheck Request form that can be found on the Payroll Services forms website by clicking [HERE](#). Note: this form is an electronic Adobe Signature form that will be sent to Payroll Services department for processing.
- The instructions on the form will authorize the campus to mail your paycheck until the campus resumes normal business operations. 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 Monday, June 15 from 9:00 a.m.-11:00 a.m. in the Athletic Building Ticket Office.**
  - **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 June 15th, and we do not have a temporary mailing form on file, the Bursar's Office will be open to disburse payroll on subsequent Wednesdays between 9:00-11:00 a.m. – in the Athletic Building Ticket Office.

#### 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, visit the Payroll Services forms website by clicking [HERE](#) and completing the Direct Deposit (New & Change) form. Note: this is an Adobe Sign form that will be sent directly to Payroll Services for processing.

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

---

Administration & Business Affairs SacSends can be accessed here:

<https://www.csus.edu/administration-business-affairs/operations/campus-communications.html>

---



California State University, Sacramento  
6000 J Street, Sacramento, CA 95819  
Campus Main Phone: (916) 278-6011  
[www.csus.edu](http://www.csus.edu)