

Request for Mailing of Pay Checks
(Specify to those who receive a live check only)

Pay checks are available for pick up from the One Stop on pay day from 8 am - 4 pm.

Employees who are scheduled to work during regular office hours are expected to pick up their pay checks from the One Stop. The paychecks will remain at the One Stop/Business Office until they are picked up during regular business hours *

* If you do not pick up your paycheck by the end of business (5pm on Thursday) following a payday, your check will be mailed out unless the business office receives specific instructions from you. In addition, if you fail to pick up your check for two consecutive pay periods, they will be mailed out going forward.

Employees who are not scheduled to work at the Portsmouth Campus may elect to have their pay checks mailed to their home. Employees who are on vacation or on an approved leave absence may also elect to have their paychecks mailed to their home.

... I elect to have my paychecks mailed to my home address during my absence from work.

Start Date: _____ End Date: _____

Printed Name of Employee:

Employee Signature:

Date:

Please return this form to the Business Office