

USD Payroll Request Form

USD ID # or Last 4 of SS# _____

Last Name _____ First Name _____ MI _____

Street Address: _____ Apt. # _____

City _____ State _____

Zip Code _____ - _____ Country (if applicable) _____

Home Telephone Number () _____

Work Telephone Number () _____

Employee Signature

Date

- Address Update: **Current** or **W2** (circle one)
- Will view pay stub online (*Must have direct deposit and Oracle login*)
- Pick up Paycheck or Direct Deposit Stub from Cashier's Office (*Hughes Building*)
- Request for Paycheck or Direct Deposit Stub to be mailed (*Must be submitted before Payroll Deadline*)

- Request Copy of W2 Years: _____
Mail Next Day 3pm Pickup
- Request Copy of paystubs Dates: _____
Mail Next Day 3pm Pickup

Please forward to the Payroll Department in Maher Hall 112 or fax (619) 260-2988 prior to the end of the pay period.