



# CALIFORNIA STATE UNIVERSITY, FULLERTON

## Financial Services

P.O. Box 6808, Fullerton, CA 92834-6808 / T 657-278-2512 / F 657-278-5816

**DATE:** December 5, 2016

**TO:** Campus Employees

**FROM:** Steven Yim, University Controller  
Bea Maselli, Director, Payroll Benefits & Retirement Services

**SUBJECT:** December 2016 Distribution of Payroll Warrant/Direct Deposit Advice

Financial Services will provide the following options for employees to receive their December 2016 payroll warrant/direct deposit advice:

1. ***Pick-up in person*** - Financial Services will be open on Friday, December 30, 2016 from 8:00 a.m. to 10:00 a.m. in the College Park Building, Suite 301. For identification purposes, please bring your Titan Card or other picture I.D. and have your Campus Wide I.D. (CWID). Payroll warrants or deposit advices will NOT be released without proper I.D.

To expedite the in-person payroll warrant or direct deposit pick up process, please submit your request at <https://finance.fullerton.edu/PayWarrant/> by Friday, December 23, 2016.

2. ***Pick-up by someone other than yourself*** - Your paycheck or deposit advice will ***not*** be released to anyone other than yourself without written authorization. Please submit an authorization request at <https://finance.fullerton.edu/PayWarrant/> by Friday, December 23, 2016. The person you authorize must present a picture I.D. on December 30<sup>th</sup>.
3. ***Mail to your home address*** - To have your payroll warrant or deposit advice mailed to your home on Friday, December 30, 2016, you must provide Financial Services at CP-301, a legal-size self-addressed stamped envelope by Friday, December 16, 2016 with your CWID written inside the flap of the envelope and your agency and reporting unit number (e.g., 242-730) written in the lower left corner of the front of the envelope. The envelope must be addressed to your home, not to your bank. Please be aware that due to mail delivery holidays, the earliest you can actually receive your paycheck or deposit advice by mail is on Tuesday, January 3, 2017.  
**Envelopes with incomplete information will not be processed.**
4. ***Regular payroll distribution through your department's designee*** - All other payroll warrants and deposit advices not picked up on Friday, December 30<sup>th</sup> will be available for pick up by your department's designee (Warrant Coordinator) on Tuesday, January 3, 2017 and released as per the normal process.

Please note that direct deposit funds may not be available until the scheduled direct deposit posting date, which is January 3, 2017. Please check with your financial institution to be certain when these direct deposit funds will be made available to you.

For additional information or any questions, please send an email to: [DL-PayDistribution@fullerton.edu](mailto:DL-PayDistribution@fullerton.edu).