



CALIFORNIA STATE UNIVERSITY, FULLERTON

Financial Services

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

DATE: December 3, 2018

TO: Campus Employees

FROM: Steven Yim, University Controller

SUBJECT: December 2018 Distribution of Payroll Warrant/Direct Deposit Advice

Financial Services will provide the following options for employees to receive their December 2018 payroll warrant/direct deposit advice:

1. ***Pick-up in person*** - Financial Services will be open on Monday, December 31, 2018 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 Thursday, December 27, 2018.

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 Thursday, December 27, 2018. The person you authorize must present a picture I.D. on December 31st.
3. ***Mail to your home address*** - You must provide Financial Services at CP-301, a legal-size self-addressed stamped envelope by Friday, December 14, 2018 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 to have your payroll warrant or deposit advice mailed to your home on Monday, December 31, 2018. The envelope must be addressed to your home, not to your bank. Please be aware that due to mail delivery during holidays, the earliest you can actually receive your paycheck or deposit advice by mail is on Wednesday, January 2, 2019.
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 or *mailed* on Monday, December 31, 2018 will be available for pick-up by your department's designee (Warrant Coordinator) on Wednesday, January 2, 2019 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 2, 2019. 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.

cc: Susan Smith, Director, Payroll Services