



Request for Mailing of Pay Checks

(Specific to those who receive a live check only)

Pay checks are available for pick up from the One Stop on pay day Friday 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 OneStop. 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 of absence may also elect to have their pay checks mailed for the specific pay dates that they are absent.

I elect to have my **paycheck** mailed each payday.

I elect to have my paycheck mailed to the address on file due to vacation or a leave of absence from work.

Start Date: _____ End Date: _____

Printed Name of Employee:

Employee Signature:

Date:

Please return this form to the Business Office