



PAYROLL DISTRIBUTION

Department: _____ Pay Unit #: _____

Individuals Authorized for Pick Up

Name: _____ Email : _____ Signature: _____

Name: _____ Email : _____ Signature: _____

Name: _____ Email : _____ Signature: _____

Name: _____ Email : _____ Signature: _____

Name: _____ Email : _____ Signature: _____

Name: _____ Email : _____ Signature: _____

Approval for Pickup

Dean or Division Head: _____ Signature: _____

Title: _____ Date: _____

- Authorization to pick up Payroll may not be granted to anyone with the ability to hire &/or approve (not review) Payroll.
- The State Employees listed above are authorized to pick up pay warrants and direct deposit advices. By signing above, they agree to keep all information pertaining to paychecks strictly confidential and secure at all times.
- Individuals authorized to pick up must present a valid I.D. at the time of pick up, between 3:00-4:30pm.
- Each Department has a responsibility to their employees to pick up warrants in a timely manner from the University Cashiers once they become available.
- Departments are responsible for securely holding warrants for a reasonable amount of time for employees that are out of the office temporarily (short vacation). If the Department has exhausted all options to deliver the pay warrant, or does not have an address to mail, then the pay warrant should be returned to the University Cashiers (Building 1, Room 131E).
- For questions or concerns regarding payroll distribution, please contact the University Cashiers Office @ 756-2256 or universitycashier@calpoly.edu.