

## PAYROLL DISTRIBUTION

If you have not elected to enroll in Direct Deposit, all compensation (i.e. master pay, overtime, uniform allowance, miscellaneous supplemental pay, etc.) will be issued as a live salary warrant (green check) by the State Controller's Office (SCO).

Salary warrants can either be picked up at CZU Headquarters or mailed to the address noted on your completed **STD. 686-Employee Action Request (EAR)** on file with CZU Personnel

Please check one below and sign:

\_\_\_\_\_ I elect to have my salary warrant mailed to the address on file with Personnel.

\_\_\_\_\_ I elect to pick up my salary warrant at CZU Headquarters in Felton. I understand that only I can pick up the warrant unless I have given authorization to the pre-designated representative(s) below.

***I understand that I have 7 days to pick up my check or it will be mailed to the address on file.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

**In my absence, I authorize the following representative(s) to take delivery of my salary warrant or direct deposit advice at CZU Headquarters in Felton. I will notify Personnel immediately of the revocation of any representative.**

Name of Designee <i>(Employee to Enter)</i>	Date Authorized <i>(Employee to Enter)</i>	Date Revoked <i>(Personnel to Enter)</i>

Please submit a new EAR to CZU Personnel if you have an address change. Remember, you are responsible for submitting any address updates in a timely manner.

**Any changes to your payroll distribution must be received in CZU Personnel by the 20<sup>th</sup> of the month.** Changes submitted later than that will commence the following month.

All paystubs and W-2s can now be viewed at Cal Employee Connect: [www.connect.sco.ca.gov](http://www.connect.sco.ca.gov)