

PAYROLL DISTRIBUTION

You have the option of receiving your monthly salary warrant or direct deposit advice in the manner outlined below.

All other compensation (i.e. overtime, uniform allowance, miscellaneous supplemental pay, etc.) will be mailed to the address noted on the STD 686, Employee Action Request, which is on file with the Personnel Department.

You **must** submit a new **Employee Action Request** to Personnel if you have an address change.

**YOU ARE RESPONSIBLE FOR SUBMITTING UPDATES
TO YOUR PERSONNEL FILE IN A TIMELY MANNER.**

Any changes to your payroll distribution must be received by Personnel by the 20th of the month. Changes submitted later than that will commence the following month.

Please check one below and sign:

_____ I elect to pick up my salary warrant or direct deposit advice 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.*

_____ I elect to have my salary warrant or direct deposit advice mailed to the address on file with Personnel.

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>