



**PAY WARRANT DISTRIBUTION
CHECK RELEASE AUTHORIZATION**

Bayramian Hall Lobby
Phone: (818) 677-8000 Option 3
Fax: (818) 677-4911
Mail Code: 8214

University payroll distribution procedures state that pay warrants must be handed directly to each employee on payday, and if an employee is not present, the warrant must be handled according to written instructions previously received from that employee, if possible.

Please have the employee fill out the section below if the employee will not be present on payday. The completed form is to be retained by the Department Designated Representative (DDR).

CHECK RELEASE AUTHORIZATION:

Date: _____

DDR's Name: _____ Title: _____

Dept. ID#: _____

In the event of my absence on payday, I request that my pay warrant (paycheck) be handled as follows:

Locked in a file cabinet or drawer in the office until the next business day.

Mailed to me at the address listed below:

Address: _____

Picked up by the authorized person below:

Authorized Person's Name: _____

Please provide full name of individual below. Photo ID must be presented for pick up.

Employee's Name: _____

Employee's Signature: _____ Date: _____