



**DECEMBER 2019 MASTER PAYROLL PAY WARRANT
For Employees NOT on Direct Deposit**

Bayramian Hall Lobby
Phone: (818) 677-8000 Option 1
Mail Code: 8214

1. This form **must** be completed by the employee to pick up their pay warrant on **Tuesday, December 31, 2019**.
 - Employees receiving pay warrants from different departments, **must** complete a separate form per department.
 - Pay warrant will be dated **January 1, 2020**.
2. The form **must** be returned to University Cash Services – Bayramian Hall 100R (MD-8214) by **December 13, 2019**.
 - Employees who **do not** return this form **will not** be able to pick up their pay warrant on December 31, 2019.
 - This form must be turned in every year.
3. Direct Deposit advices will be available on **January 2, 2020** by regular department distribution and will not be available for pick up on December 31st.

**MASTER PAYROLL PAY WARRANTS NOT ON DIRECT DEPOSIT WILL BE AVAILABLE FOR PICK UP AT:
UNIVERSITY CASH SERVICES – FRONT COUNTER IN THE LOBBY OF BAYRAMIAN HALL
TUESDAY, DECEMBER 31, 2019 – 12:00 P.M. UNTIL 2:00 P.M.**

4. **A CSUN Photo ID** will be required in order to release the pay warrant.

Department Name: _____ 5-Digit Dept ID#: _____

Print Employee's Name: _____ Emp. ID #: _____

Employee's Signature: _____ Date: _____