



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

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

1. This form **must** be completed by the employee to pick up their pay warrant on **Friday, December 29, 2017**.
  - Employees receiving pay warrants from different departments, **must** complete a separate form per department.
  - Pay warrant will be dated **January 1, 2018**.
2. The form **must** be returned to University Cash Services – Bayramian Hall 100R (MD-8214) by **December 15, 2017**.
  - Employees who **do not** return this form **will not** be able to pick up their pay warrant on December 29, 2017.
  - This form must be turned in every year.
3. Direct Deposit advices will be available on **January 2, 2018** by regular department distribution and will not be available for pick up on December 29th.

**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  
FRIDAY, DECEMBER 29, 2017 – 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: \_\_\_\_\_