



Faculty/Staff Payroll Paycheck Distribution Request (For Employees “without benefits” only)

Please indicate your preference by checking one of the boxes located below. This form is not to be used by employees in a “with benefits” status as Direct Deposit is then mandatory. If you are receiving this form as part of your new hire packet, please return with your other employment forms to Human Resources. If this is a request to change your distribution, please return to the Payroll Office located in the Nesvig Alumni Center.

Direct Deposit is available to temporary employees if they expect to receive pay for **at least two consecutive months**. The required form may be obtained by visiting the Payroll Office or by downloading it from our website at: www.plu.edu/~payr. If you have questions concerning Direct Deposit, please call 253-535-7531.

Please mail my paycheck to my home address.

Notes: Employees electing to receiving payment by mail cannot always be assured their paycheck will arrive as early as a day after payday, or that they will never encounter the possibility of theft. Although the mail is usually reliable, it is not uncommon for paychecks to be held up by the US postal system.

Please remember to keep your address current with Human Resources. If your check is mailed to an incorrect address, it can cause delivery delays up to several weeks. Because of this, Payroll will not place a stop payment until a week has passed. There is a \$15.00 fee for all reissued paychecks to recover a portion of the cost to the university.

I will personally pick up my paycheck in the Payroll Office.

Notes: Photo ID is required to pick up your paycheck. Our office is open Monday through Friday, 8:00 am – 5:00 pm. Office hours may vary during summer months or holiday periods.

In an emergency situation only you may allow someone else to pick up your paycheck for you. For your safety, we require that you provide a hand written note with your signature. The person must provide us with a photo Id.

(Employee Name - Please Print)

(PLU ID Or SSN)

(Employee Signature)

(Today's Date)