



REQUEST FORM FOR MAILING OF LIVE PAYROLL CHECKS OR PAY STATEMENTS

“Live” payroll checks are available for pick up from the Business Office on each Friday pay day during the normal business hours of 8:00am am – 4:30pm.

Employees who are scheduled to work during regular office hours are expected to pick up their payroll checks from the Business Office or their pay statements from the HR Office. These checks and pay statements **will not be mailed** and will remain at the Business Office/HR Office until they are picked up during regular business hours in accordance with the NCC payroll check distribution process.

Employees who are not scheduled to work at the Nashua Campus during regular business hours may elect to have their payroll checks/pay statements mailed to their home address. In addition, employees who are on vacation or on an approved leave of absence during a pay week may also elect to have their payroll checks mailed for the specific pay dates that they are absent. All items will be mailed to the address on file within the ADP payroll system unless otherwise specified.

(Please Check One)

_____ My regular work schedule falls outside of regular office hours (Monday through Friday, 8am-4:30pm):

I elect to have my **payroll check** or **pay statement** (circle one) mailed each pay day

_____ I am an online adjunct faculty member and have no on-campus responsibilities:

I elect to have my **payroll check** or **pay statement** (circle one) mailed each pay day

_____ I will be on **vacation** or **approved medical leave** (circle one) and will not be available to pick up my check(s) dated _____. Please mail them to (circle one) **my address on file** or **alternate address** of: _____.

_____ I elect to have my payroll check mailed, as a **one-time exception**, for pay date _____.

_____ I elect to have my payroll check picked up by _____, as a **one-time exception**, for pay date _____.

Printed Name of Employee: _____

Employee Signature: _____

Date: _____

Please return this form to the Human Resources Office or email completed form to cbarry@ccsnh.edu