



## April 15th Paycheck Distribution – On Campus Pickup

For **student employees** who receive pay on **April 15, 2020**, pickup will be available to those employees that have not requested to have their paycheck mailed and who are not on direct deposit as follows:

**Date and Time: Wednesday, April 15, 2020 from 9am to 12pm**

**Location: Cashiers Office, Student Services Building (SSB) 121 East, 1st level**

**Social Distancing:** The Cashier's Office will be observing social distancing, and we ask that employees waiting in line allow 6 feet distance between individuals.

**What to Bring:** Photo identification is required from all individuals picking up paychecks. Please bring a pen as your signature (or designee's signature) is required for check pickup.

If someone else will be picking up your paycheck for you, that individual is required to present their own photo identification along with a copy of your photo identification and a **signed** note by you authorizing him/her to receive your paycheck. Your note must include the last four digits of your Social Security Number.

### **Checks Not Picked Up at Special Disbursement**

Paychecks not mailed (student employee) at the special disbursement on April 15th, and direct deposit advice notices (statements), will be released to authorized department representatives from 9:00am – 12:00pm on Thursday, April 16, 2020 in the Cashier's Office, located in the Student Services Building (SSB) 121 East, 1st level. In the event you are unable to come onto campus at the designated time, please arrange with your department representative on how to obtain your paycheck.

Direct deposit advices will be released to your department representative and available when the campus returns to normal business operations and will not be mailed. The State Controller's Office has deployed a new online tool to view paycheck statements, direct deposit notices (statement), and W-2s. Information on using this tool will be forthcoming.

### **Mailing Paycheck**

In an effort to practice social distancing and the "Safer-at-Home" order, you can now request to have your paycheck mailed to you. Your payroll check will be sent to the address in Bronco Direct so it is important that you login to [my.cpp.edu](http://my.cpp.edu) and verify the address is correct and update accordingly. If you would like your paycheck to be mailed to you, please send an e-mail making

your request to [sacs@cpp.edu](mailto:sacs@cpp.edu) and provide the information requested below. Please use your campus email account only for online communications.

<b>Name</b>	
<b>Bronco number</b>	
<b>Contact number</b>	

**Direct Deposit New Enrollments**

If you have enrolled in direct deposit within the last 60 days, your direct deposit will not be effective (in most cases) with the March 2020 payday. The State Controller's Office is working quickly to enroll employees given the circumstances, but please allow up to 60 days for your direct deposit to take effect.

**Questions**

Recent circumstances have necessitated remote work for our teams. Please use the following contact information to reach us:

Email: [sacs@cpp.edu](mailto:sacs@cpp.edu)

Phone: (909) 869-2010

April 10, 2020