DIRECT DEPOSIT AND FIRST PAYROLL CHECK ACKNOWLEDGEMENT

I have been informed that it takes approximately 30 days to establish and verify the direct system, and that I must:

1)   Pick up my first check from the University cashier (North entrance, Admin. Bldg., Main floor); <u>OR</u>

2)   Provide the Payroll Office (Office of Financial Services, Admin. Bldg., room 211) a self addressed, stamped envelope so that my first paycheck may be mailed to the address I specify.

_____   _____

Employee Signature   Date