



PAY STUB DISTRIBUTION

A feature of the PeopleSoft system allows you to view and print your pay stubs (which include all of your pay information) by signing into Employee Self Service from WaveNet. The Payroll Office does not automatically print your pay stub.

- **If you will be using the online Employee Self Service option, no response is necessary.**
- If you choose the following alternative option, please return this form to the Payroll Office.

Name (Last, First, MI) _____ Campus-Wide ID _____

☐ PAY STUB ISSUANCE

A printed pay stub will be mailed to your home address. If you would like your pay stub mailed to an address other than your home address, please complete the lines below. This address will only be maintained by Payroll; if you would like to review this address, please contact the Payroll Office.

Address _____

City _____ State _____ Zip Code _____

Employee (Signature)

Date

Extension