



## REQUEST FOR MAILING OF LIVE PAY CHECKS OR PAY STATEMENTS

Live pay checks are available for pick up from the Bursar's Office on pay day  
Friday's from 8 am – 4 pm.

Employees who are not scheduled to work at the LRCC Campus during regular business hours may elect to have their pay checks/pay statements mailed to their home. Employees who are on vacation or on an approved leave of absence may also elect to have their pay checks mailed for the specific pay dates that they are absent.

Employees who are scheduled to work during regular business hours are expected to pick up their pay checks from the Bursar's Office. These checks will not be mailed and will remain at the Bursar's Office until they are picked up during regular business hours.

(Check One)

My regular work schedule falls outside of regular business hours (8am-4pm).

I elect to have my (check one) mailed each pay day

Paycheck

Pay statement

I will be on vacation or on an approved medical leave and will not be available to pick up my check(s) dated: \_\_\_\_\_.

I elect to have my paycheck mailed to the address on file for a one time occasion for my check(s) to be mailed on \_\_\_\_\_

Printed Name of Employee: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return your completed form to Wendy Parent in the Bursar's Office. If you have any questions or concerns, please give Wendy a call at ext. 6769.