

# DISTRICT OFFICE PAYCHECK PICKUP FORM

**EMPLOYEE NAME** (Please print): \_\_\_\_\_

**EMPLOYEE ID NUMBER** \_\_\_\_\_

I request that the San Leandro Unified School District, hereafter called SLUSD, hold my paycheck at the district office for in-person pickup on each payday. Paychecks will be available from 8am to 4pm on payday. Paychecks that are not picked up in person will be mailed via US Postal Service the following day.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_