

Complete this form if you are unable to access your pay statements on line via the MyPack Portal.
Pay statements will be printed and sent to your department each pay day for you to pick up there.
For **University Dining** employees: Pay statements will be sent to the West Dunn building, regardless of where you work on campus.
Pay statements can not be mailed to your home.

EMPLOYEE INFORMATION

I am paid on the: Monthly Payroll Bi-weekly Payroll

Please provide all requested information or we will be unable to process this request.

First Name _____ Middle _____ Last Name _____

Employee ID # _____ Phone _____ E-mail _____

Department _____

I request that my pay statement be printed for the reason stated below:

I do not have internet access at work or at home that would enable me to view and/or print my pay statement online via Employee Self Service

Other (explanation required):

Signature _____ Date _____

Submit completed form to University Payroll

Mailing Address:
Campus Box 7233
Raleigh, NC 27695-7233

Physical Address:
Administrative Services - Bldg II
2711 Sullivan Dr. Suite 200

Fax #919-515-4320