

PAYROLL


Effective: 07/01/1997

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Issuing Office: [General Accounting Division](#)

EXHIBIT B

	UNIVERSITY OF CALIFORNIA, SAN DIEGO Payroll Wage Distribution Request			
<small>PRINT NAME (Last, First, Middle)</small>	<small>Employee No.</small>	<small>Social Security No.</small>	<small>Campus Phone</small>	<small>Mail Code</small>
<input type="checkbox"/> MAIL CODE CHANGE ONLY: No change to existing Payroll Wage-Distribution. No further information required. Return directly to Payroll at mail code 0952.				
_____ <small>Signature</small>		_____ <small>Date</small>		
Please select OPTION I or OPTION II to designate net payroll earnings distribution.				
<input type="checkbox"/> OPTION I: SURE-PAY. Please deposit my net pay into the account at the financial institution below. DISBURSEMENTS DIRECT DEPOSIT. This information should be used for the deposit of any non-payroll payments I may receive from the University.				
A voided check or a copy of bank card reflecting account information must be taped here.				
<ul style="list-style-type: none"> * Sure-pay will be effective after the THIRD pay cycle once this form is processed by Payroll. NOTE: This also applies when a change is made to existing Sure-Pay information. A paper check will be issued until the new data goes through the three paycycle time frame. * The earnings statement with your payroll deduction information will be sent to your departmental mail code as listed above. * Sure-Pay guarantees the deposit of funds to your account on the morning of pay day. ** Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. Debit transactions are limited to reductions for University salary overpayments and to respond to mandatory court orders. The result of the credit less the debit will be the net pay to which the employee is entitled and will be no different from the net amount the employee would have received had the Sure-Pay method not been selected and a payroll check had been printed. 				
_____ <small>Financial Institution</small>		_____ <small>Account No.</small>		_____ <small>Transmittal No.</small>
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings				
I hereby authorize the University of California, San Diego to initiate credits and/or debits to my account. Please see **** above for explanation of debits. This authorization is to remain in effect until cancelled in writing by submitting a new Payroll Wage Distribution Request Form FO 2048.				
_____ <small>Signature</small>		_____ <small>Date</small>		
<input type="checkbox"/> OPTION II: Check Issuance. Please issue a paper check and send it to my departmental mail code listed above.				
_____ <small>Signature</small>		_____ <small>Date</small>		

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