



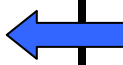
**AUTHORIZATION FOR GROUP PAYROLL PICK-UP**

ROUTE TO: Payroll Services

M.S. #JA 110


This authorization is used by Payroll Services and Accounting Services as a means to properly distribute warrants and direct deposit advices to departments who have elected group pick-up. Each employee who has been granted authorization must submit a form to Payroll Services. Starting January 2008, departments must update authorizations annually and add/delete authorizations as roles/responsibilities change.

Please complete 1 through 11 and route the completed form to Payroll Services, Mail Stop JA 110. If you have any questions, please call (559) 278-3960.

1. TYPED NAME (Last, First., Middle Initial)	2. SIGNATURE OF AUTHORIZED EMPLOYEE 
3. SOCIAL SECURITY NUMBER or /EMPLID	4. Current Dept ID

5.A (add) D (Del)	6. Pick-up GROUP name	7. Date	8. Notes (Optional)

**Employee is hereby granted authorization to pick-up payroll warrants for the identified group as indicated in column #6 above**

9. Signature of responsible department director 	10. Typed name	11. Date