

PAYROLL OFFICE
TWAMLEY HALL ROOM 312
264 CENTENNIAL DRIVE – STOP 7127
GRAND FORKS, NORTH DAKOTA 58202-7127
PHONE (701) 777-4226
FAX (701) 777-4721

Electronic Paystub Exemption

Name: _____ **EmplID** _____

I respectfully request to be exempt from Electronic Paystubs, and request to receive a paper copy of a paystub each pay period, due to the following reason:

I will not receive more than two pay checks in a calendar year.

Signature of Employing Department

Date

I do not have internet access at work OR at home.

This employee does not have access to a computer at work and we are unable to provide this access.

Department Chair

Date

Special circumstances-must be significant and not due to personal preference of hard copy paystubs (Requires President or Vice-President approval):

I hereby certify that all of the above information is true, complete and correct.

Signature

Date

Submit form to: Payroll Office, Twamley 312 or mail to: 264 Centennial Drive Stop 7127

Office Use Only:

Not Approved

Approved

Signature _____

Title _____