

AUTHORIZATION TO SEND CHECKS VIA CAMPUS MAIL

UConn Payroll Department
Tel: (860) 486-2423
Fax: (860) 486-4296
343 Mansfield Road, Unit 1111
Storrs, CT 06269-1111

Department Name:

Section Number:

Contact Number:

Mailing U-Box:

Choose One Mailing Option:

Please send our payroll checks via campus mail, each pay period, effective check date .

Please discontinue the automatic mailing of our payroll checks via campus mail, effective check date .

Important Information Regarding the Mailing of Checks

Checks will arrive at your departmental U-box, via campus mail, on the Friday of pay week (barring changes due to holidays, inclement weather, etc.).

Departments are not permitted to send employees to the Payroll Department in order to claim individual checks. Once you elect to have your section's checks sent via campus mail, employees must wait until pay week Friday to claim their checks within the department.

Once automatic mailing of checks is established, checks will continue to be sent via campus mail until a new authorization is submitted to cancel it.

Authorized Department Signature: _____

Print Name:

Email Address:

Date: