



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



Office of Payroll Services
Salary Warrant Distribution Request

I understand my salary warrant will be coded for delivery as authorized below and will continue until a written request to change has been received by Payroll Services.

My salary warrant should be distributed to the following location:

Chabot College:

- Faculty Mailbox [Code 17] (option available to faculty who have an assigned mailbox)
- Children's Center [Code 6]
- Bookstore [Code 15]
- Student [Code 16]
- Admin Services [Code 19]

Las Positas College:

- Business Office [Code 20]
- Student [Code 26]
- ITS [Code 8]
- District Office [Code 30]
- Home Address via U.S. Mail [Code 18]

- Direct Deposit** (Please complete a [Direct Deposit Form](#))

Please be aware that your Direct Deposit pay warrant stub will be **emailed** to you.

I understand that my salary warrant will be mailed via U.S. Mail the next working day, if not picked up from my chosen distribution location prior to 5 p.m. on pay day.

Print Name

W or SSN #

Position Title

Division/Office/Area Assigned

Date

Signature