

Memorandum

To: Short-term Employees
From: Payroll Services
Date: 01/12/07
Re: Replacement checks

PAYROLL SERVICES

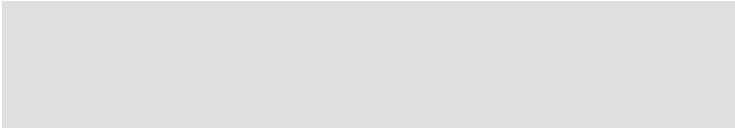
NOTICE

It is District Policy that all hourly paid employees' checks are mailed on payday.

In the event a check gets lost and needs to be replaced; there is a waiting period of **five (5) business days after** payday before a check will be reissued.

To guarantee that your wages are readily available to you right on payday, please sign up for direct deposit. Form is available in Payroll Services or at <http://www.palomar.edu/payrollservices/>

If you have any questions on this matter please contact Payroll Services at (760) 744-1150, Ext. 2937.



Memorandum

To: Student Employees
From: Payroll Services
Date: 01/12/07
Re: Replacement checks

PAYROLL SERVICES

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