Administrative Form PAY-F007

REQUEST FOR PAY STUB INFORMATION

Responsible: Business and Finance, Payroll Department
P.O. Box 30425 Reno, NV 89520 Phone 775-348-0321 FAX 775-348-0247

Note* Pay stub information is available at Employee Online for up to 26 pay stubs.
Employee Online / Employee Online (washoeschools.net)

Pay Stub Request Information:

DATES: from_____to_____.

EMPLOYEE NAME: _____

EMPLOYEE ID #: _____ LAST 4 OF SSN: _____

MAILING ADDRESS:_____

CITY:_____ STATE:_____ ZIP CODE:_____

PHONE NUMBER:_____ WORK LOCATION:_____

Please allow up to 10 working days for pay stub information report.

Delivery options: ☐ e-mail to my district e-mail address
☐ U.S. Mail to my address (current address at Employee Online)
☐ I will pick up report

_____ _____
Signature of Employee Date

This completed form can be sent to: EOPY@washoeschools.net or by US Mail or fax 775-348-0247.

PAYROLL DEPARTMENT USE ONLY

Date Request Received: _____ **Processed By:** _____