

## Pay Statement Copy Request

Revised: 4/12/07

This form is used by an employee to request a printed copy of a University of Minnesota Payroll Services Pay Statement.

- Mail request to University of Minnesota Human Resources Call Center at 1300 S 2nd St, Suite 660, Minneapolis, MN 55454
- Or Fax request to 612-625-2979
- You will be contacted if no pay was issued for the date requested

Employee Name: (Please Print)	Employee ID:
Address:	Pay Period End Date:
Employee email address:	Phone Number:
Employee Signature:	Date:

Check the appropriate box:

Mail to address shown above

Mail to following address:

\_\_\_\_\_

\_\_\_\_\_

Pick up at Payroll Services – You will be called when ready for pick up at 1300 South 2nd Street, Suite 545

### HUMAN RESOURCES CALL CENTER USE ONLY

Date Request Received:	Processed By:
Check Number(s):	Check Date(s):