

University of Utah Payroll Department Request for Check Stub Copy

It is the employee's responsibility to keep all pay stubs for future references.

The Payroll Department will only create duplicate check stubs for anyone that is no longer employed with the University. A maximum of 3 pay periods will be allowed for reprint.

For current employees please visit the CIS website at <https://gate.acs.utah.edu>.

Date _____

Name _____

Employee ID Number _____

Social Security Number _____

Please reissue a copy of my check stub(s) for pay date(s):

Please hold for pick up _____

OR mail to _____

Copies will be available approximately two days after the request is received.

Employee Signature

Payroll Department
420 Wakara Way
Salt Lake City, UT 84108
Phone (801) 581-7873 Fax (801) 585-3030

Revised 11/08/07