



University of Alaska

Autodeposit Paystub Option Form

Employee ID	TKL	Phone
Last Name	First	M.

Please Print Legibly

As of August 7, 2004, the University of Alaska will no longer print paystubs for employees who receive their pay by autodeposit (direct deposit). Employees will be able to view and/or print their paystub on UAOnline at <http://uaonline.alaska.edu>. To continue to receive a printed paystub via U.S. mail, employees must complete and submit this form with the appropriate selection below.

Select the appropriate option below to continue to receive a paystub or to discontinue the printing of your paystub for autodeposit payments. Once you have signed and dated the form, submit it to your regional Human Resources (HR) office. The selection will become effective in the next payperiod after the form is received in the HR office.

- I elect to continue the receipt of a printed autodeposit paystub (payroll advice).
- I elect to discontinue the receipt of a printed autodeposit paystub (payroll advice). I currently receive an autodeposit stub and choose to have the option stopped.

Please visit <http://www.alaska.edu/hr/procedures/payroll/autodeposit.xml> for more information regarding the autodeposit of your pay.

I authorize the University of Alaska to make the appropriate changes per my selection above.

Employee Signature

Date

Email Address

Return to Your Regional Human Resources Office

UA Anchorage
UAA Human Resources
3211 Providence Dr
Admin Bldg Ste 125
Anchorage, AK 99508
Tel: (907) 786-1454

UA Fairbanks
UAF Human Resources
PO Box 757860
108 Admin Svcs Ctr
Fairbanks, AK 99775-7860
(907) 474-7700

UA Southeast
UAS Human Resources
2nd Floor Bill Ray Ctr
1108 F Street Ste 203
Juneau, AK 99801
(907) 796-6507

UA Statewide
Statewide Human Resources
PO Box 755140
212 Butrovich Bldg
Fairbanks, AK 99775-5140
(907) 450-8208

Office Use Only

Entered By: _____ Date: _____ Effective: _____