

CALAVERAS UNIFIED SCHOOL DISTRICT
P.O. Box 788
San Andreas, CA 95249

CHANGE OF ADDRESS, NAME CHANGE, EMERGENCY CONTACT, CHECK DISTRIBUTION
Please Submit to Personnel Department at District Office

Name: _____

Employee ID: _____

Date: _____

Signature

Former Name : _____
(Please submit legal document – i.e. Driver’s License, Marriage Cert...)

Mailing Address: _____

Physical Address: ___ Same as mailing address, or if different indicate below:

Phone Number(s): Home: _____
Cell: _____

Emergency Contact: Name: _____ Relationship: _____
(Please Print)
Address: _____
Telephone: 1) _____
2) _____

Check Distribution: On payday, paychecks may be picked up between 7:00 am and 1:30 pm at the District Office. After 1:30 pm: **Direct Deposit** statements will be sent to your work site via interoffice mail, **LIVE CHECKS** will be sent, via USPS, to the mailing address we have on file for you.

If you would like to sign up for Direct Deposit, please call the Payroll Department at 754-2344 or the Personnel Department at 754-2304. Please note that direct deposit is only available to contract employees.

Copies to: _____ Personnel Dept. _____ Escape
_____ CVT _____ AF _____ Standard
_____ CSEA Member Chair
_____ CUEA Member Chair
_____ Payroll
_____ Infinite Campus

Per telephone call or e-mail received by: _____
Date: _____