



Paycheck Option Form

Name

Department

Employee ID #

Sort Code

I would like my paycheck/deposit advice sent to the following location:
(Please check one option)

Cheyenne Bursar's Office (7100)

W. Charleston Bursar's Office (7101)

Henderson Bursar's Office (7102)

Western (7103)

Sahara West (7104)

Custodial Graveyard Shift Cheyenne (7106)

Custodial Graveyard Shift W. Charleston (7109)

Custodial Graveyard Shift Henderson (7107)

Summerlin (7105)

Green Valley High Tech Center (7113)

Please Note: All paychecks being sent to the campus Cashier's Office or site locations are available for pick-up by employees during the hours of 10:00 a.m. to 5:00 p.m. (Photo identification will be required to pick the check up.) Checks not picked up on payday by 5:00 p.m. are mailed to the employee's mailing address **on the next business day.**

You may also sign up for DIRECT DEPOSIT through the CSN Employee Self-Service System (ESS). Go to: <https://mustang.nevada.edu/hrip/ccsnlog.htm>

Employee Signature _____

Date _____