



### Summary

The Request to Mail Paycheck function allows the option for employees to request the temporary mailing of their live (non-direct deposit) pay warrants to their home or mailing address during a campus closure. Requesting this option requires an employee to verify their address prior to making the request. Once an employee/student makes the request to have the check mailed, that will remain in place until we resume normal campus operations, or the employee/student requests to have it cancelled.

### I. Mail Paycheck Request – the following steps will allow an employee to request that their paycheck(s) be temporarily mailed:

#### Accessing the "myHR" system:

1. Open a web browser (i.e. Chrome, Safari, FireFox, etc.) and navigate to the myHR login page: <https://myhr.csub.edu/>
2. Click the "[Click here to log into myHR](#)" button and complete the two-factor authentication process, if required. (*note - if needed, click on the "Need Help?" button at the top of the webpage or contact the CSUB Helpdesk at extension 4357 for assistance.*)

#### Accessing the "Request Check" page in PeopleSoft:

1. Navigate to: [Home](#) > [Self Service](#) > [Payroll and Compensation](#) > [Request to MAIL Check](#)
2. Read the instructions and take the following actions:
  - a. Update Address– if the address displayed is incorrect, it must be updated before continuing the request process. Exit the page and update your address by navigating to [Self Service](#) > [Personal Information](#) > [Home and Mailing Address](#). Once the address update is completed and saved, return to the "Request Check" page, confirm the correct address is displayed, and continue with the next step.
  - b. Select Address – indicate which address you would like the check mailed to, home or mailing address, by clicking the applicable button. Once selected, save the request.

Addresses					
Address Type	Country	Address Line 1	City	State	Postal Code
CAMP	USA	California State University, Bakersfield	Bakersfield	CA	93311-1099
HOME	USA	1234 Main Street	Bakersfield	CA	93312
MAIL	USA	1313 Mockingbird Lane	Bakersfield	CA	93301

Request Check to be mailed using your HOME address  
 Request Check to be mailed using your MAIL address

**Note** – it is important to ensure the correct address is selected. You must click the "Save" button after selecting Home or Mailing address, or your request will not be processed