



# UNIVERSITY OF CALIFORNIA - DAVIS

## ONLINE EARNINGS STATEMENT EXCEPTION FORM

PRINT NAME (Last, First, Middle Int.)	EMPLOYEE ID
HOME DEPARTMENT	CAMPUS PHONE

The University of California Davis provides the Direct Deposit Earnings Statement for our employees online at the At Your Service website (AYSO).

This form is **only** to be completed if you are requesting to receive a paper Direct Deposit Earnings Statement OR you are cancelling a previous request for a paper Direct Deposit Statement and now want to view your statement online.

**Please select one of the following options:**

- I wish to receive a paper earnings statement.
- I wish to cancel my previous election of paper earnings statement and view my direct deposit statements online at At Your Service Online (AYSO).

**Option may take up to two pay periods before in effect.**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

Please submit the completed form to the Payroll Services Office or fax to (530) 757-8597.

**Physical location:**

1441 Research Park Drive  
Davis, CA

**Mailing address:**

University of California Davis  
Payroll Services  
One Shields Avenue  
Davis, CA 95616