

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: \_\_\_\_\_  
\_\_\_\_\_  
Signature Date: \_\_\_\_\_

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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 754-2305 or the Personnel Department at 754-2304. Please note that direct deposit is only available to contract employees.

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Copies to: \_\_\_ Personnel Dept.: \_\_\_ Access/HR \_\_\_ AS400  
\_\_\_ Vikki \_\_\_ Kristie \_\_\_ Diana  
\_\_\_ CVT \_\_\_ AF \_\_\_ The Standard  
\_\_\_ CSEA Member Chair  
\_\_\_ CUEA Member Chair  
\_\_\_ Payroll  
\_\_\_ Site:  
\_\_\_ Infinite Campus

Per telephone call or e-mail received by: \_\_\_\_\_  
Date: \_\_\_\_\_