

## News from Human Resource Services/Payroll

Operations (Benefits,  
Class/Comp,  
Documents & Records  
& Recruitment)

Labor/Employee  
Relations

Diversity & Equity

Training &  
Development

Payroll

Risk Management

EHIS



CAL STATE  
FULLERTON

### Contact Information

800 N. State College  
CP: 770  
Fullerton, CA 92834  
Ph: 714-278-2521  
[http://hr.fullerton.edu/  
Payroll](http://hr.fullerton.edu/Payroll)

### **Direct Mailing of 2008 W-2 Wage and Tax Statements to Employees**

All 2008 W-2 Forms will be mailed by the State Controller's Office to the employee's mailing address on record in the Payroll system. To ensure your correct mailing address is in the system, your address was printed on your pay warrant or direct deposit advice for the October 2008 pay period, issue date October 31, 2008 and on or before November 14, 2008 (for the mid-month payroll). Please review your address carefully. If your address is incorrect, you will need to complete an Employee Action Request (EAR) form if you're faculty/staff or a Student Action Request (SPAR) form if you're a student and return it to Payroll Services in CP-770 or update it through self-service no later than **December 15, 2008**.

The forms can be obtained from:

- <http://www.documents.dgs.ca.gov/osp/pdf/std686.pdf> (form for faculty and staff)
- <http://www.documents.dgs.ca.gov/osp/pdf/std457.pdf> (form for student employees)
- the Payroll Services Office in College Park 770
- or by e-mailing [DL-Payroll@fullerton.edu](mailto:DL-Payroll@fullerton.edu)

**Department Student Payroll Coordinators must provide a copy of this reminder to their student employees. Change of address submitted through the department or through Admissions and Records will not update Payroll records.**

Please e-mail Payroll Services at [DL-Payroll@fullerton.edu](mailto:DL-Payroll@fullerton.edu) should you have any questions.