

# PAYROLL DOCUMENT REQUEST FORM



## EMPLOYEE INFORMATION

Employee Full Legal Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Position: \_\_\_\_\_ Campus/Department: \_\_\_\_\_

Contact Number: (\_\_\_\_) \_\_\_\_\_

Personal Email: \_\_\_\_\_ District email: \_\_\_\_\_@canutillo-isd.org

## INFORMATION NEEDS TO BE:

☐ Held for pick-up ☐ Sent to my personal email ☐ Sent to my work email

**Note: Please schedule an appointment to discuss the requested information.**

**Elementary and Facilities contact: Lucy Gomez at (915)877-7446 or [lgomez@canutillo-isd.org](mailto:lgomez@canutillo-isd.org).**

**Secondary and Administration contact: Lorena Mendez at (915)877-7446 or [lmendez@canutillo-isd.org](mailto:lmendez@canutillo-isd.org).**

**Information dating back one (1) year requires a minimum of 48 hours turnaround time. Information dating back more than two (2) years requires one (1) week turnaround time.**

You may also contact Michelle Hernandez at (915)877-7431 or [mihernandez@canutillo-isd.org](mailto:mihernandez@canutillo-isd.org)

**NOTE: Walk-ins will be seen without an appointment on Monday thru Friday from 3:00 p.m. – 4:30 p.m.**

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

## ITEMS REQUESTED

☐ Absence Report From: \_\_\_\_\_ through \_\_\_\_\_

☐ Leave Usage Break Down

☐ W2 Form for Year(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

☐ Pay Stubs From: \_\_\_\_\_ through \_\_\_\_\_

☐ Base Pay or Pay Dock Explanation for Pay Date(s) From: \_\_\_\_\_ through \_\_\_\_\_

☐ Other (please explain on Comments section)

Comments: \_\_\_\_\_

## For Finance Office Use

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Completed by: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_