



**Payroll Bulletin 23-008**

**DATE:** September 11, 2023  
**TO:** All Employees  
**FROM:** Sharon Faria, Fiscal Services Manager  
**SUBJECT:** Request for Payroll Documentation Timeline

**TIMELINE FOR REQUESTING PAYROLL DOCUMENTATION**

<b>TYPE OF REQUEST</b>	<b>PAYROLL DEPARTMENT TIMELINE FOR DELIVERY OF REQUESTED DOCUMENTATION</b>
Copy of Time Cards, Current Year	10 Business Days
Copy of Time Cards, Prior Year	30 Business Days
Duplicate Earning Statement	5 Business Days
Duplicate W2's	5 Business Days
Verification of Employment	5 Business Days
Verification of Leave Balances, Current Year	5 Business Days
Verification of Leave Balances Prior Years	30 Business Days
Supplemental Disability Forms, Current Year	5 Business Days
Supplemental Disability Forms, Prior Years	20 Business Days
CalPERS Buy Back Information	25 Business Days