



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
PAYROLL DEPARTMENT**

1400 Marina Way South, Richmond, CA 94804
Phone: 510-231-1155 Fax: 510-236-8158

EMPLOYEE REQUEST FOR INFORMATION

ALL REQUESTS WILL BE PROCESSED WITHIN 5 BUSINESS DAYS

Employee Name: _____

Employee ID#: _____

Phone: _____

Request the following:

_____ Verification of Employment

_____ Other (please list) _____

_____ Please fax to: _____

_____ Please call me at _____, and I will pick up requested information.

NOTE: Employee picking up information must show photo ID.

NOTE: The Payroll Department does not provide copies of time cards, you must retrieve this information from the worksite.

Employee Signature

Date

Payroll Use:

Processed by _____ Date _____

Pick up

Mailed

Faxed