



TEMECULA VALLEY UNIFIED SCHOOL DISTRICT
PAYROLL RECORDS REQUEST

- CLASSIFIED CERTIFICATED
 SUBSTITUTE WALK ON COACH STUDENT WORKER

DATE: _____
 LAST NAME: _____ FIRST NAME: _____
 EMP ID #: _____ LAST 4 DIGITS OF SS#: _____ DATE OF BIRTH: _____
 PHONE: _____ EMAIL: _____

CURRENT ADDRESS ON FILE WITH TVUSD

****ADDRESS ENTERED MUST MATCH TVUSD HR RECORDS IN ORDER FOR REQUEST TO BE PROCESSED****

STREET ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____

I HEREBY REQUEST FOR THE FOLLOWING PAYROLL RECORDS:

BY SIGNING BELOW, I UNDERSTAND THE FOLLOWING:

- (1) **NORMAL PROCESSING TIME IS BETWEEN 7-10 BUSINESS DAYS FROM DATE OF RECEIPT**

SIGNATURE _____ DATE _____

COVID-19 PROCESSING DELAYS

Due to recent events surrounding COVID-19, the Fiscal Services office is closed. Essential functions will still continue during this closure, however, please anticipate delays in processing timelines.

- Requests for copies of W-2 forms will be mailed to the address on file with TVUSD.
- Requests for Earnings or Pay Stubs will be sent to your TVUSD-issued email.
- All other requests will be delivered based on the confidentiality of the information requested.