



Attention: UNB Payroll Services
UNB Fredericton
1st Floor IUC Building

To Whom It May Concern:

My name is (please print) _____ and
my employee ID is _____.

I am currently an employee at UNB in Department of _____
and I would like to request my payroll advice slip continue to be printed and sent to me
via campus mail.

NOTE: If you are on part time contract with CEL, but the course work is in a different department, you
may request your printed payroll advice slip sent to this department via campus mail in lieu of
being sent to CEL. Please enclose specific department unit below.

Thank you for your attention to this matter.

Sincerely,

NAME (Signature): _____

DATE: _____