



Payroll Office

REQUEST FOR DUPLICATE PAY STATEMENT

Note: Individuals who have access to PeopleSoft Self Service may view and directly re-print their own pay statements using ePay self service.

Students: www.princeton.edu/SCORE

Staff: www.princeton.edu/selfservice

Requests received by 5pm Tuesday will be mailed on Friday of each week.

Please complete the information below and mail or fax form to:

Princeton University
Payroll Office
5 New South Building
payroll@princeton.edu
Fax: 609-258-1938

Employee Name: _____

Employee ID Number: _____

Date of Request: _____

Check Date: _____



Please send to:

- Home Address
- Campus Mail

Employee Phone or Contact Information	Employee Signature