

# Pay Voucher Reprint Request

**Current Employees:** You may access your check data through the Employee Access Center (EAC) located within the Employee Portal on the SSO.

*Please type or print only*

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Active Employee (Yes or No) \_\_\_\_\_

Phone number: \_\_\_\_\_

**Please provide a reprint for the following paycheck(s):**

Select one of the following:

**Hold for pick up** at 3205 West Davis Street (PHOTO IDENTIFICATION REQUIRED)

**Mail to the Address of Record**  
Please note that this form can only be mailed to the address of record. If the address listed below is not the address of record, please complete an Address Change Form.

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip Code)

**Email to my email address of record**

\_\_\_\_\_  
(email address)

If the email address has changed, contact Human Resources (HRrequests@conroeisd.net). Documents will be reissued via encrypted email. Your signature authorizes encrypted, electronic delivery of potentially sensitive information.

Once received by the Payroll Department, I am aware that I should allow 3-5 work days to process this request.

Signature \_\_\_\_\_ Date \_\_\_\_\_