
Happy Pay Day

1 message

Dawn Pappas <dawn.pappas@stonybrook.edu>

Tue, Dec 18, 2012 at 11:16 AM

To: United University Professions <UUP@stonybrook.edu>, Charles McAteer <Charles.McAteer@stonybrook.edu>, Corinne Burns <corinne.burns@stonybrook.edu>, Arthur Shertzer <arthur.shertzer@stonybrook.edu>



Please Post/Forward to the UUP Members in your Area

UUP Calendar for Jan. 2013

No Scheduled Events Planned for January!

Enjoy Your Holidays, and We Wish You a Happy and Healthy New Year to You and Your Family

Request for Review of Your Personnel File

As the year winds down, Please think about making a request with Human Resources to review your personnel file. Here is the information to set up an appointment.

For all requests for review of personnel file, please use the following methods:

Online:

[Request for Review of Personnel File Online Form](#)

E-mail: Send request to: HRS_Verify@notes.cc.sunysb.edu

Fax: Requests may be faxed to: [631-632-1428](tel:631-632-1428), our standard request form may be found [here](#)

In-Person:

You may submit a request for review of personnel file at: West Campus Office: 390 Administration Building
We may be contacted by phone at: (631) 632-1393/1394.

W-2 and Important Updates for UUP Members

It is an important time of year to update your tax documents and mailing address if it has changed with Payroll. Addresses are used for such critical tasks such as direct employee contact, mailing of W-2 tax documents, 1042 tax

documents and your paychecks. You can visit your SOLAR account today to update your home address, e-mail address, phone numbers and emergency contact information if any of this information has changed over the past year on your own.

If you are having difficulty doing so, you can contact Payroll for help at: 632-6149.

RSVP **No later than three days prior to an event** for lunch orders.

UUP Office: Room S-5415 | Frank Melville Jr. Memorial Library | Zip = 3388 | 632-6570

Editor: Charlie McAteer | Copy Editor: Dawn Svoboda-Pappas | Your Happy PayDay Staff