

HOW TO REQUEST PAY STUBS INSTEAD OF ePAYROLL

Beginning January 1, 2015, all employees have been setup for ePayroll paystubs only. A notification was sent to all employees receiving paper paystubs in December 2014. If an employee requests to receive mailed paper paystubs, they will need to submit a request in writing.

To request mailed paper paystubs, the employee will need to write the following information on a piece of paper:

Employee Name
Employee ID #
Phone Number
Specific Request: "Please change me back to paper paystubs"
Signature

The employee should sign the paper and FAX to the following number: **402-501-0029** or e-mail to ubanking@up.com (Signature is required, so the email must include a scanned document)

or mail to:

Union Pacific Railroad
Attn: Banking Operations Stop 1610
1400 Douglas St.
Omaha, NE 68179