



United States
Department of
Agriculture

Food Safety
and Inspection
Service

TO: Deb Pedric, Administrative Unit

FROM:

Print Name

Sign Name

SUBJECT: Request for Waiver of Electronic Statement of Earnings and Leave

I am hereby requesting a waiver to the USDA policy mandating paperless distribution of my bi-weekly Statement of Earnings and Leave (SEL). I understand that by submitting this request my SEL will be mailed to the same address where my statement is currently mailed. I also understand that it is my responsibility to notify this office if I make a change to my current address or if, in the future, I elect the paperless SEL.

HUMAN RESOURCE OFFICE USE ONLY:

Processed by: _____
Human Resources Specialist

Date: _____

Employee Confirmation Completed & Date: _____

Mail completed waiver request form to:
USDA, FSIS, Human Resources Field Office
Butler Square West, Suite 420C
100 North Sixth Street
Minneapolis, MN 55403
Or fax to: 612-370-2005