

To: All City of Pooler Employees

Re: Direct Deposit Paystubs

The City now offers a paperless option for employees to receive direct deposit stubs via e-mail. This system benefits employees, who no longer have to keep up with a paper stub and have readily available access for viewing/printing paystubs from their own e-mail, at their convenience. The City benefits as well through increased payroll efficiency and decreased payroll supply costs.

Please sign below, and list the e-mail address you want to use, if you would like to take advantage of this convenient way to receive your direct deposit paystubs; forms should be returned to Linda Lucas, at City Hall, for processing. You may revert to the paper option at any time with written notification to the City's HR Dept. Thanks for your participation.

Print Name: _____

Signature: _____

E-mail address: _____

Date: _____

Payroll use only:

Entered by: _____ Date: _____