

Today is Thursday, November 30, 2006 9:21 AM EDT.

## PAYROLL DEPARTMENT

### Electronic paycheck advisements (*e-check stubs*)

If you have your paycheck direct deposited to your bank account, you may elect to receive your advisement (check stub) via e-mail. The advisement will be transmitted as an attachment to an e-mail and it requires a password chosen by you in order to view it. Adobe Acrobat is required to view the advisement. (link to download [Adobe Acrobat](#))

**How do I sign up for this service?** <http://www.busfin.uga.edu/forms/estub.pdf>

[Send a signed request](#) to the Payroll Department, Business Services Building. Include your e-mail address and a phone number where you may be reached during regular business hours. Simply [fill-in the PDF request form](#), print the completed form out and send it to us via campus mail. A staff member will contact you concerning your request and set up your payroll advisement distribution in the system. You must also download the Adobe Acrobat if you do not already have it. This software allows you to open an e-mail attachment that includes your advisement. You **must** receive your payroll check via direct deposit to elect this service.

#### **Why are we doing this?**

The e-mail advisement should be available to you significantly quicker and with less effort than the current paper advisements. It should also be more secure because no one will handle it except you. Also the University saves paper and work when your advisement is transmitted via e-mail.

#### **What if I accidentally delete my e-mail advisement?**

If you lose your advisement e-mail simply contact the Payroll Department at 542-3431. A new e-mail advisement can be sent to you if your request is made in a timely manner.

#### **Want more information on this effort?**

The University is producing and printing payroll and vendor checks on a new system. The system offers numerous advantages over the previous system that we were using to process and print checks. One of the features of the new system allows an employee to choose between receiving a paper payroll advisement or an e-mail advisement. Our goal is to streamline operations and greatly reduce the production and distribution of paper documents. Eventually we will include payroll vouchers and personnel reports. More information will be forthcoming on these efforts.

#### **How do I sign up for Direct Deposit?**

Download the [Request for Direct Deposit form](#) and sign up for direct deposit today. The completed form should be sent to the Payroll Department in the Business Services Building. The Payroll Department will process your form quickly but you should allow approximately three weeks for your direct deposit to begin. The delay is required by the banking industry in order to allow sufficient time for your information to be transmitted through the electronic banking system initially without funds. This procedure helps to ensure that no problems are encountered related to your account number or your bank's routing number. Any noted problems can then be resolved prior to the transmission of funds.