

**DEPARTMENT INSTRUCTIONS FOR ONLINE EARNINGS STATEMENTS**

Effective with the February 1, 2007 payday, employees on Direct Deposit will automatically receive earnings statements online.

Employees who wish to continue to receive hard copy earnings statements must complete an opt-out form (below) and return the form to the Department Payroll Representative for entry into OLPPS.

The form will also be available at <http://acctg.ucsf.edu/payroll/forms/index.htm>

Once the employee has returned the form, the Department Payroll Representative should do the following:

1. Enter an "N" in the Online Earnings Statement field on the ECHK screen.
2. Press F5 to save.

**ONLINE EARNINGS STATEMENT OPT-OUT FORM**

Name \_\_\_\_\_

Employee ID Number \_\_\_\_\_

I wish to receive hard copy earnings statements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date