

**DEPARTMENT INSTRUCTIONS FOR ONLINE EARNINGS STATEMENTS**

Effective with the February 7<sup>th</sup>, 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 Medical Center Payroll at Box 1328.

Here is the At Your Service website address:

<http://atyourservice.ucop.edu/>

**ONLINE EARNINGS STATEMENT OPT-OUT FORM**

Name (print) \_\_\_\_\_

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

I wish to receive hard copy earnings statements.

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

\_\_\_\_\_  
Date