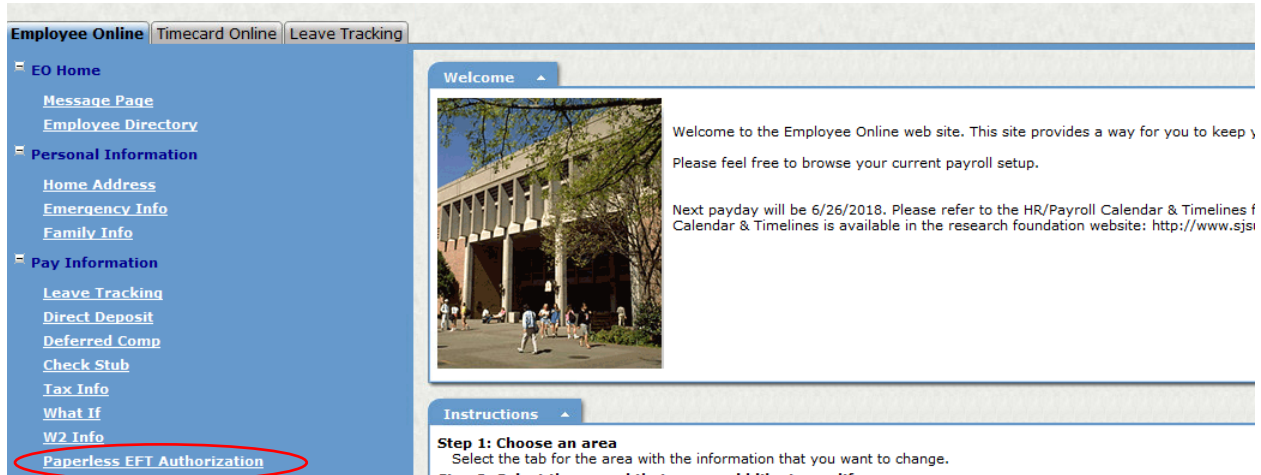


## Paperless EFT Authorization Procedure

Go to [Employee Online](#) site and login (same as timecard online log in). On the left hand side on the menu bar click on 'Paperless EFT Authorization'.

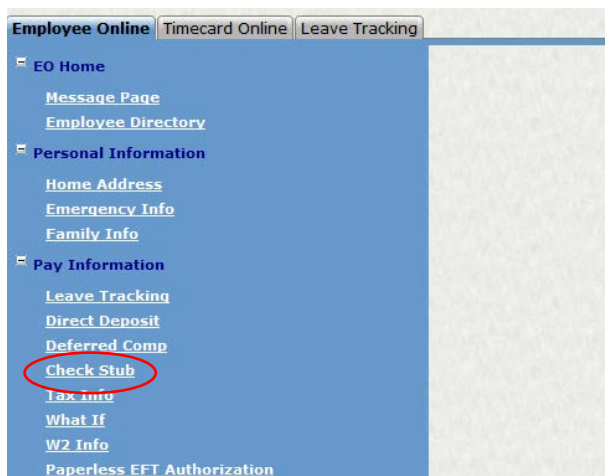


Check the box next to the consent statement and click save button.

A screenshot of the 'EFT Electronic Consent - Go Paperless!' form. The form has a light blue header and a white body. A tab labeled 'EFT' is selected. The main text reads 'I consent to only receive an electronic copy of my EFT:' followed by a checked checkbox, which is circled in red. At the bottom right, there is a 'Save' button, also circled in red. The text 'Electronic EFT Consent' is visible at the bottom center.

Once you complete these steps, effective July 1, 2018 Payroll will not print or mail the check stub to you. If you need to print the check stub, you can do that by following the instructions below.

In employee online go to 'Check Stub' tab and click on it.



Next screen will show you the check stub by the pay date. Select the one you would like to view or print. The next screen will show you the image of the check stub. Right click on the screen and choose print from the menu.