



**DATE:** February 5, 2016  
**TO:** All Employees  
**FROM:** Barbara Dickerson, Director of Fiscal Services

**SUBJECT: Electronic Paystub – Authorization for E-mail Delivery**

If you enroll now (or are already enrolled) for direct deposit of your payroll check and receive a printed copy of your paystub, you will have the option of receiving your paystub via e-mail. The paystub will be sent directly to your district e-mail account. This feature is optional and if you choose not to participate, your paystub will continue to be sent to your workplace or mailed to you as in the past.

**CERTIFICATED AND CLASSIFIED SUBSTITUTES**

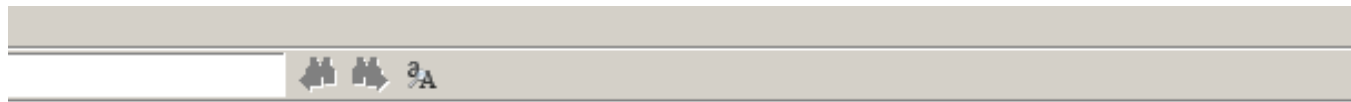
If you are a substitute employee and have signed up for direct deposit, you can have your electronic paystub sent to your home or other designated email account.

**AUTHORIZATION TO E-MAIL PAYSTUB**

By completing and returning the attached authorization (page 3 of this memo), you will receive electronic delivery of your paystub from the Ventura County Office of Education (VCOE) Payroll Department to your district e-mail address in Adobe Acrobat (.pdf) format.

**NOTICE OF DELIVERY**

Each month, you will receive an e-mail notice from [notificationsservices@vcoe.org](mailto:notificationsservices@vcoe.org) advising you that your paystub has been processed and is available. Your paystub will be attached to this e-mail as a PDF file. Click on the attachment to open the file. You will be asked to supply your six-digit employee ID number. To locate your employee ID, see the top line of your previous paystub under the column heading “Emp ID”.



PLEASE RETAIN THIS STATEMENT FOR YOUR RECORDS

Oak Park Unified School District - 623  
 5801 E. Conifer St Oak Park , CA 91377-0000

ADVICE NO: ACH-10022209

EMPLOYEE NAME	Emp Id	EMP.TYPE	PAY SITE	ISSUED
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## **YOU MAY STOP THIS SERVICE AT ANY TIME**

You may choose to stop this service any time by contacting the Payroll Department. Upon such notice, delivery of paper copies of your paystub will resume. VCOE may have to suspend or cancel this service at any time. If the service is suspended or canceled, paper copies of your paystub will be delivered to you each month.

## **REJECTED E-MAIL NOTICES WILL CANCEL THIS SERVICE**

If VCOE attempts to send the monthly e-mail notice to your designated e-mail address and receives two (2) consecutive reports from an e-mail service provider or other source that the e-mail is undeliverable, the Payroll Department will automatically cancel the e-mail delivery of your paystub.

## **YOU MAY RECEIVE A PAPER COPY OF YOUR PAYSTUB AT ANY TIME**

A paper copy of a paystub can be obtained from the Payroll department until the copy is no longer required to be maintained as a record under applicable law or regulation.

## **E-MAIL DELIVERY MAY BE SUBJECT TO CERTAIN RISKS AND DISRUPTION**

Certain risks are associated with the transmission of confidential records through the Internet including but not limited to unauthorized access, systems outages, delays, disruptions in telecommunications services and Internet access. Email is not private or secure. The paystub sent to you by e-mail is in an encrypted file. However, it may contain your name or other identifier, which could be seen or intercepted by others if delivered to computers or electronic devices not exclusively under your control.

## **YOU MUST MAINTAIN A DESIGNATED E-MAIL ADDRESS AND HAVE INTERNET ACCESS**

If you do not have access to a computer at your regular work assignment, please see your office manager to locate the designated computer for email access at your site.

You must immediately advise the Payroll Department of all changes or updates to your designated e-mail address; or if it becomes inoperative or inactive. You will then have to designate another e-mail address, or this service will be cancelled.

We hope that this service will provide you with an alternative method to receive your monthly paystub. If you have any questions about this service, you may contact the Payroll Department, either Guillermina ([gperez@opusd.org](mailto:gperez@opusd.org), 818-735-3211) or Lynn ([lframer@opusd.org](mailto:lframer@opusd.org), 818-735-3255) or myself ([bdickerson@opusd.org](mailto:bdickerson@opusd.org), 818-735-3215).

## **AUTHORIZATION TO E-MAIL PAYROLL PAYSTUB**

**If you are interested in the option to receive your monthly payroll paystub via e-mail, please sign and return this consent form to the Payroll Department as soon as possible. PLEASE MAKE A NOTE OF YOUR EMPLOYEE NUMBER (see the heading of your last paystub) AND KEEP IT IN A SAFE PLACE. IT IS REQUIRED TO ACCESS YOUR PAYROLL PAYSTUB STATEMENT VIA E-MAIL EACH MONTH.**

Please feel free to contact the Payroll Department at 818-735-3211 (Guillermina), or 818-735-3255 (Lynn) with any questions.

By signing the "Authorization to E-mail Payroll Paystub Advice" I acknowledge that I have read and understand OPUSD's policies and procedures regarding delivery of my electronic paystubs.

Print Name: \_\_\_\_\_

Designated E-mail Address (substitutes only):

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_