DIRECT DEPOSIT PAPERLESS SYSTEM SIGN-UP FORM

Thank you for your interest in signing up for paperless direct deposit EFT/check information.

When you sign up to become part of the Paperless Employees Group, you will achieve the following:

- You will no longer receive a paper printout of your paystub every two weeks.
- Upon successfully creating your personal account in the eSuite HR Portal in New World, under the header **'My HR'**, you will have the ability to view and print all paystub information and annual W-2 information contained in the system back to April 2013, as well as view your current personal information. However, if you find that any information is not accurate or up-to-date, you must contact your department's payroll person to have it corrected / updated.
- Current payroll information will be available on the 'My HR' website as soon as the payroll is posted, which is usually by Wednesday of the payroll week.

After you sign and forward this request form to the Finance Department, you will be sent an email with a link to the HR Portal to activate your online Account. PLEASE NOTE that an email address is required in the new world ERP system. This email address will be used if you need to reset your online account password. If you use a personal email address, you will be able to reset your password at any time. If you use a City email address, you will only be able to reset your password when you are able to access to your City email account.

Also note that this "paperless" option is currently only available to employees who use direct deposit for regular bi-weekly payrolls.

Please sign below and forward this form to the ***Finance Department, ATTN: Paperless***.

_____	_____
Employee Name (printed)	Date
_____	_____
Signature	Email Address (required)

FOR FINANCE USE ONLY

Employee Clock Number ☐

Audit / Add email to employee profile ☐

Direct Deposit Activated ☐

Email sent to Employee with Link ☐

Admin changes to employee profile ☐

Human Resources Paperless Checkbox ☐