

Exciting News: E-Stub is Here!

Western New England University is happy to announce the conversion to a paperless pay solution.

- **What does this mean to me?**

As of March 8, 2013, if you are currently enrolled in direct deposit you will no longer receive a paper copy of your pay stub in the mail. Using the Easy Setup instructions on the reverse side of this announcement you will need to create an E-Stub account where you can choose to access your pay information online, as an email attachment, or as a text message to your cell phone.

- **How do I do this?**

You can access E-Stub at <https://my-estub.com> or click the link on the University's home page under "Quick Links". Make sure you have your employee ID number for the one-time setup. You can find your 4 or 5 digit employee ID number on your pay stub or on your Western New England ID badge (if you have an older badge that has your social security number displayed, please go to Public Safety to have it replaced and use the employee ID number as it appears on your pay stub for your E-Stub account set up).

- **What if I need help with my account set up?**

If you need assistance with your account setup, call E-Stub support Monday through Friday, 8:00 a.m. to 8:00 p.m. at **1-800-489-1711 and select Option 1.** Any other questions or concerns related to the conversion to paperless pay can be directed to Suzanne Fontaine in Payroll at ext. 1396 or Joanne Ollson in Human Resources at ext. 1343.

- **What do I do if I have no personal computer or cell device?**

The University provides access to computers and printers in the library, public labs and a kiosk in the facilities complex.

- **When will I receive my last mailed pay stub?**

The University will continue to mail your pay stub while simultaneously providing E-Stub access for the February 2013 pay dates (2/8 & 2/22). As of March 8, 2013, employees with direct deposit will no longer receive a mailed copy of their pay stub at their home address.

- **What if I have a live pay check?**

If you currently receive a live pay check, now is a great time to enroll in direct deposit to take advantage the benefits that direct deposit and E-Stub have to offer. Until then, you will continue to receive your pay though the mail.

****As of September 1, 2013 all Western New England University employees will be required to enroll in direct deposit.***