

Online Pay Stubs Request Form

Beginning June 16th, 2011, all employee pay stubs will be made available in an online format. Employees will view their pay information by accessing USF Connect – Employee Self-Service.

Individuals that wish to “opt out” and continue receiving a mailed, paper copy of their pay stub must complete the information and check the “Opt-Out” box below, sign this form and deliver it to the Payroll Department (LM 145).

Individuals wishing to “opt in” to online pay stub access and therefore stop receiving mailed, paper copies of their pay stub must complete the information and check the “Opt-In” box below, sign this form and deliver it to the Payroll Department (LM 145).

Please note that request form must be received in the Payroll department 15 days in advance of a pay date in order to be effective for that pay date.

Employee Name:	
Employee CWID:	Department:
Home Phone:	Campus phone:

☐ I would like to **OPT-OUT** of the electronic pay stub and receive a mailed, paper copy instead.

☐ I would like to **OPT-IN** to the electronic pay stub and cease receiving a mailed, paper copy.

Terms & Conditions

By “opting out,” you understand that you are opting out of access to the online version of your pay stubs. This means that your pay stub will be mailed to your current mailing address on Employee Self-Service.

☐ I confirm that I've checked my address online and it is correct as of this date: _____
(For info on how to check & update your mailing address please visit the webpage provided above)

Signature

Date of Request

For Payroll Use Only

Date received:

Received by: