



Lakehead Public Schools

2135 Sills Street
THUNDER BAY, ON P7E 5T2
Telephone 625-5120; Fax 625-9422
www.lhbe.edu.on.ca

Director of Education: Terry Ellwood

PAPERLESS PAY STUB SIGN UP FORM

Please complete the following information to sign up for “paperless” pay stubs and return to the Human Resources/Payroll Department through the school courier or mail to 2135 Sills Street, Thunder Bay, Ontario, P7E 5T2.

I view/print my pay stubs through the Employee Information System (iME) and no longer require a paper copy of my pay stub effective on the next available pay.

NAME _____ EMPLOYEE I.D.# _____

POSITION _____ LOCATION _____

DATE _____ SIGNATURE _____

OFFICE USE ONLY

Date Received _____ Date Processed _____

Lakehead District School Board