



ONLINE PAYSTUB PROGRAM OPT-IN FORM

Please return completed form to Human Resources for processing.

Beginning in March 2016, Calvert County Government will provide employees with the opportunity to **voluntarily** opt-out of receiving printed paystubs. Employees that choose to sign up for the Online Paystub Program will stop receiving paper paystubs and will continue to have access to view/print paystubs online via the Employee Access Center (EAC). Employees will receive a notification email to their Calvert County Government work email address (or a personal email address if they do not have a work email address) when the electronic paystubs are available.

Individuals with direct deposit that wish to continue receiving a paper copy of their paystub do not need to do anything.

Individuals with direct deposit wishing to "OPT IN" to online paystub access using the Employee Access Center and therefore stop receiving paper copies must complete the information below, sign this form, and deliver it to the Department of Human Resources, County Services Plaza, 150 Main Street, Suite 101, Prince Frederick, MD 20678.

Please note that the Online Paystub Request Forms must be received in the Department of Human Resources 15 days in advance of a pay date in order to be effective for that pay date.

☐ I would like to **OPT IN** and receive notification when electronic paystubs are available via the Employee Access Center rather than receive a paper copy of my paystub.

☐ I have a Calvert County Government email address: calvertcountymd.gov

☐ I do **not** have a Calvert County Government email address and would like notification sent to the following email address*: _____

*Employees must promptly notify the Department of Human Resources of any email address changes.

Employee Name: _____ Employee ID #: _____

Phone number where you can be reached 8:30 – 4:30: _____

Employee Signature: _____ Date: _____

Electronic Signature (for emailing form): By entering your initials below, you agree that this serves as your electronic signature. Save completed form to your computer and email form as an attachment to HumanResources@calvertcountymd.gov.

Initials: **Date:** _____