



Upper Columbia Conference of Seventh-day Adventists®

AUTHORIZATION AGREEMENT FOR ELECTRONIC PAY STUB SUBMISSION UPPER COLUMBIA CONFERENCE OF SEVENTH-DAY ADVENTISTS

The Upper Columbia Conference is providing to those employees who receive their paychecks by direct deposit the option of receiving their pay stub electronically through the web based system, APS.net (<https://ucc.aps.nadcloud.net>). Should you choose to elect electronic pay stub submission you will receive an email with account instructions.

Pay will continue to be available to draw from on the regularly scheduled pay dates – usually the thirtieth of the month or the nearest business day.

Electronic Authorization

I hereby authorize the Upper Columbia Conference to provide my pay stub electronically through the web based system, APS.net and communicate with me to my email address provided below. I understand I will need to log into my APS.net account to receive an electronic copy of my pay stub. I also understand that this email address in which I receive notification will continue to be the address until the Upper Columbia Conference Human Resources Department receives WRITTEN notice from me of a change of electronic mail address.

Receiving an electronic version of my pay stub will remain in effect until the Upper Columbia Conference Human Resources Department receives WRITTEN notice from me that I choose to receive a paper version of my pay stub.

EMPLOYEE NAME _____
(please print)

EMPLOYEE SIGNATURE _____

E-MAIL ADDRESS: _____
(please print **legibly**)

DATE: _____

Paper Authorization (only needed to discontinue electronic pay stub)

_____ By initialing here and signing below I hereby notify the Upper Columbia Conference that I wish to receive my pay stub in a paper form.

EMPLOYEE NAME _____
(please print)

EMPLOYEE SIGNATURE _____

DATE: _____

Please return completed form to UCC Human Resources Department. Email: hr@uccsda.org;