

Red text denotes a field that needs to be changed by the user.



ELECTRONIC PAY STUBS NOTICE

NOTE TO EMPLOYERS: This document is specifically intended to address pay stubs, NOT pay checks. If you are intending to switch over to a direct deposit system you should check the rules applicable to your state; many states require that employees be given the option of a paper pay check.

[Date]
[Name]
[Street Address]
[City, State ZIP]

In an effort to reduce administrative costs and increase conservation efforts, effective immediately, [Company Name] will begin supplying electronic pay stubs. The company will no longer distribute paper pay stubs.

In order to view and print your payroll stub please follow the procedure delineated below:

[Insert specific instructions regarding the retrieval of pay stub information]

[Company Name] believes it is critically important that each employee feel completely comfortable with the company's payroll procedures and specifically all details associated with the payment of wages. Therefore, we urge you to contact your manager or [Name] should you have any questions or concerns regarding this new procedure.

Please sign and return the below portion to signify your receipt of this notice.

Sincerely,
[Signature]

[Name and Position Title]

I have read and understand the above Electronic Payroll Stub procedure.

Signature: _____ Name (print): _____

Title: _____ Date: _____

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.