

GENERAL INSTRUCTIONS

What is ePayStub? ePayStub is an online version of a printed paystub. The ePayStub option is available only to employees who have elected to be paid by direct deposit. On payday, employees who have elected the ePayStub option may elect to receive an e-mail reminder that their paystub is available online. Employees may access and print their ePayStub online via the Employee Service CenterSM, a secured Web site. A printed paystub will not be sent to employees who receive ePayStub. If you have additional questions, contact Administaff at 877-804-8978 or by e-mail at websupport@administaff.com.

Note

- If an employee is paid by a physical, negotiable check for any reason, the employee will receive a printed paystub.
- Receipt of the ePayStub notice does not guarantee funds have been deposited into the specified bank account(s). It is the responsibility of each employee to verify funds are deposited into such account(s).

Arizona and Wyoming Employees Only

Complete, sign and submit this printed form to your Administaff payroll specialist.

COMPLETION INSTRUCTIONS

Section 1. Complete all employee information.

Section 2. Complete to enroll in ePayStub.

Section 3. Complete to cancel ePayStub.

Send the completed and signed original form to your Administaff payroll specialist.

If you have additional questions, contact Administaff at 877-804-8978 or by e-mail at websupport@administaff.com.

SECTION 1. EMPLOYEE INFORMATION *(Complete all fields.)*

First Name	MI	Last Name	Social Security Number
Client Company Name			Client Number
E-mail Address <i>(Check one for e-mail location for ePayStub reminder.)</i>		Work Phone	Home Phone
<input type="checkbox"/> Home <input type="checkbox"/> Work			

SECTION 2. EPAySTUB ELECTION *(Check the box below to enroll in ePayStub.)*

I hereby elect to receive my paystub electronically. I would like my paystub reminder sent to the e-mail address listed above. I understand that on my payday I may be sent an e-mail containing a reminder and a secured link to my paystub. I have regular access at home or work to a computer terminal and printer, provided free of charge, at which I can view and print my paystub, including during working hours. I understand that I can view and print my paystub at any time via the Employee Service Center. I understand that I can obtain a printed copy of my paystub information at any time by making a request to Administaff. I understand I can revoke this election or change my e-mail address at any time by forwarding this form to my Administaff payroll specialist specifying my request.

SECTION 3. EPAySTUB CANCELLATION *(Check the box below to cancel ePayStub.)*

I am currently enrolled in the ePayStub program and want to cancel my enrollment.

By completing this form and signing below, I authorize Administaff to take the action selected above.

Should my employment be terminated, I acknowledge that my final pay may be a physical, negotiable paycheck. I acknowledge that Administaff reserves the right to reverse direct deposit of funds paid in error.

SIGN AND DATE THE FORM

Employee Signature	Date Signed

