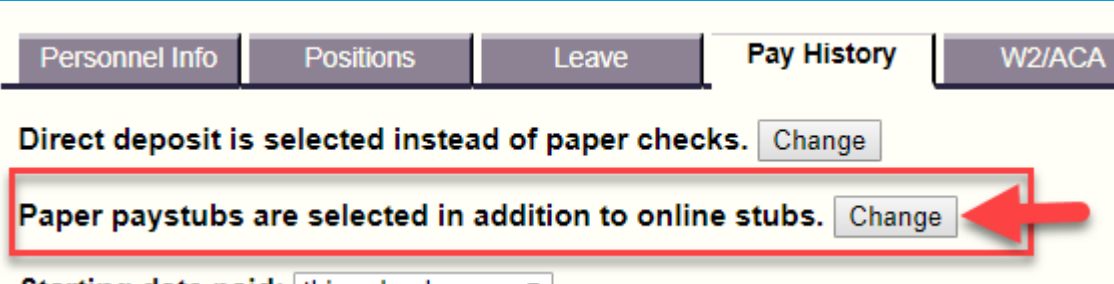


# ESS GO-GREEN INSTRUCTIONS

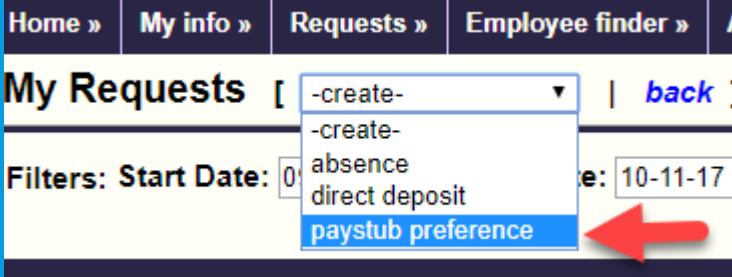
Option 1. Click on the "Change" button on the Pay History Tab



Option 2. Click on the "My Requests" on the Request Tab



Select "paystub preference" under My Requests



# ESS GO-GREEN INSTRUCTIONS

## Step 1.

- **Notice Requested Paystub Preference** shows your current status
- Clicking the “Create” button will change your Go-Green status



### Personal Benefits

**SAVE TIME** by not having to go to the bank to deposit your check, and you may even receive your money in the bank faster!



### District Benefits

**SAVE MONEY** for the District by reducing the cost we spend on paper and printing!



### Environmental Benefits

**SAVE TREES** by using less paper, and help preserve the environment for our kids!

## Paystub Preference Request

Paystub preference changes requested by this form might not take effect until the next pay period. Please contact the Payroll Department (xxx-xxx-xxxx) if you would like to know the exact effective date.

*This introductory HTML content may be customized by editing the following ESS server file:*

*/etc/opt/qss/hrswweb/requests/paystub\_preference/\_introduction.html.erb*

Di / Emp #: 98 / 576493

Name: [REDACTED]

Request Status: New

Current Paystub Preference: Paper

Requested Paystub Preference: **Online**

By submitting this form, I authorize my employer to make the change I selected above for how I receive my paystub. I acknowledge that this change might not take effect until the next pay period.

*This acknowledgement HTML content may be customized by editing the following ESS server file:*

*/etc/opt/qss/hrswweb/requests/paystub\_preference/\_acknowledge.html.erb*

Create

