

MEMORANDUM

To: ISD No. 283 Employees
From: Dan Walker
Re: Election of Paperless Payroll Information

Over the past year we have been working to reduce operation costs in our Business Office and Human Resources Department. We have developed the Employee Resource Management Assistance (ERMA) program. This allows employees to access their payroll and benefit information on line with a personal password.

As an employee, IT IS YOUR OPTION to receive a paper copy of your advice of deposit/check. Please fill-out the information below and return it to the Payroll Department. You will then no longer receive a paper copy of your check, but you will access your information through ERMA on line.

We would like to encourage all employees to utilize ERMA for their payroll information since it is easy to use, more efficient, and less costly. If you have any questions, feel free to call either Human Resources or the Payroll Department. Thank you.

ELECTION OF PAPERLESS PAYROLL

Employee Name _____
Address _____
Check Location _____