

## How to Opt-Out/Opt-In from Electronic Paystubs

1. Log into PeopleSoft via Employee Self Service and click on **My Pay**.



2. Click on **Pay Advice Distribution Option** to display the *Printing/Distribution Options for Pay Stub Advices*.

The screenshot displays the 'My Pay' page. On the left, a sidebar menu shows 'Electronic Paystub', 'Pay Advice Distribution Option' (highlighted with a hand cursor), and 'Employment Verification Letter'. The main content area is titled 'Printing/Distribution Options for Pay Stub Advices'. It contains the following text:

In keeping with the City's "Green Initiative" and to streamline Payroll procedures, New York City Health + Hospitals has adopted a new policy regarding the printing of Advices of Deposit. For employees being paid via Direct Deposit, Payroll will no longer **automatically** print and distribute Advices of Deposit with an attached Statement of Earnings and Deductions (aka, pay stubs).

Instead, direct deposit participants can view their pay stub information and self-print a copy via the Employee Self Service (ESS) system, Electronic Paystub section. ([Click here](#) to access your Electronic Paystub page.)

For employees who are not paid via Direct Deposit and instead receive actual paychecks, there is no change. Payroll will continue to print and distribute a pay stub attached to their paychecks on pay day.

Employees participating in the Direct Deposit Program who want to have an Advice of Deposit and pay stub distributed to them on paydays can elect this option by scrolling down and selecting **Yes** in the Print/Distribute Pay Advice status box and by clicking on the **Save** button. And where this status box is already set to **Yes** and you wish to go "paperless", the **No** value should be selected and saved.

Please note that it may take one or more pay periods for the change to take effect.

JOHN DOE 123456789

Print/Distribute Pay Advice

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**Note:** For employees enrolled in Direct Deposit, Payroll will not automatically print and distribute paystubs with an attached Statement of Earnings and Deductions.

3. If you participate in Direct Deposit and want to have an advice of deposit distributed on payday, select **Yes** in the Print/Distribute Pay Advice box and click **Save**.

**Printing/Distribution Options for Pay Stub Advices**

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JOHN DOE 123456789

Print/Distribute Pay Advice  No  **Yes** 1

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Save 2

4. A message will appear indicating that you have chosen to opt in to *Print/Distribute Pay Advices* and will receive paper paystubs from Payroll. Click **OK** to confirm changes, which will go into effect within 1-2 pay cycles.

You opted to have Health + Hospitals print and distribute your direct deposit advices. (20000,385)

This change will go into effect within 1 to 2 pay cycles. If this is correct, select the OK button; if not, select CANCEL and change your selection

OK Cancel

**Note:** At any time, you may opt out of receiving an advice of deposit from Payroll and enroll back into electronic paystubs.

5. If you no longer want to have an advice of deposit distributed on payday, select **No** in the Print/Distribute Pay Advice box and click **Save**.

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JOHN DOE 123456789

Print/Distribute Pay Advice  No  Yes **1**

HHC\_BATCH 09/27/16 7:03:14PM

**Save** **2**

6. A message will appear indicating that you have chosen to opt out of *Print/Distribute Pay Advices* and will no longer receive paper paystubs from Payroll. Click **OK** to confirm changes, which will go into effect within 1-2 pay cycles.

You opted to have Health + Hospitals no longer print and distribute your Direct Deposit pay advices. (20000,386)

You will be able to view and print these yourself by accessing Self Service > Payroll > Electronic Paystub. This change will go into effect within 1 to 2 pay cycles. If this is correct, select the OK button; if not, select CANCEL.

**OK** **Cancel**