



**ROCKY HILL PUBLIC SCHOOLS**  
**OFFICE OF THE DIRECTOR OF FINANCE & OPERATIONS**  
761 OLD MAIN STREET  
ROCKY HILL, CONNECTICUT 06067

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**DATE:** Cwi wuv15, 2015  
**TO:** All Staff  
**FROM:** "\*\*\*\*\*Hcpm'D0Eppqm{, Kvgtko "Director of Finance & Operations  
**RE:** Payroll Direct Deposit

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Our payroll system allows people who receive direct deposit to have their paystub sent to them electronically. All you need to do is provide us with the email address that you would like your paystub sent to. Some of the advantages to having your paystub sent electronically include:

- Ability to electronically store your paystub information for future reference
- Environmentally friendly; Green initiative
- Faster access to pay information
- Streamlined processes

If you do not currently have direct deposit and would like to enroll you may find the form to do so on our intranet under the payroll forms tab. Just fill out the form and send it to our payroll department.

You may enter the email address that you would like your paystub information sent to and authorization at the bottom of this form. You may then send the form back electronically to [bookkeeping@rockyhillps.com](mailto:bookkeeping@rockyhillps.com) or via interoffice mail to our payroll department.

Please contact me with any questions you may have.

Yes by email

No, Please send paper copy

Email Address:

Employee Signature: