



## **PAYROLL EMAIL NOTIFICATION**

Your bi-weekly payroll notification will be sent via email. Please list one or two emails.

Email Address #1 \_\_\_\_\_

Email Address #2 \_\_\_\_\_  
*(Two address's allowed if both accounts fit within # spaces allowed by our system)*

### **IF YOUR EMAIL ADDRESS CHANGES – PLEASE NOTIFY OUR OFFICE.**

BI-WEEKLY PAYROLL INFORMATION WILL BE SUBMITTED TO YOUR EMAIL ONE TIME PER PAY PERIOD.

The email notification program cannot recreate this information after the first email is sent, therefore we will not be able to resubmit this info to you via email.

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Employee Signature

Return this form to the Treasurer's Office.

Linda Greiner, Payroll – 440.324.5777x1127 or greiner@esclc.org