

# Pay Advices Going Paperless!!

With the implementation of Banner HR/Payroll, all of CCCS will also begin a transition to electronic pay advices. Instead of receiving your pay advice in the mail every payday, it will be delivered to you by email. Starting July 31, 2008, you will receive both a paper copy and an email version of the same pay advice. You will continue to receive both the paper and electronic copies through August 31, 2008. Thereafter, all employees will only receive pay advices, via email.

## Here are the details for electronic pay advice:

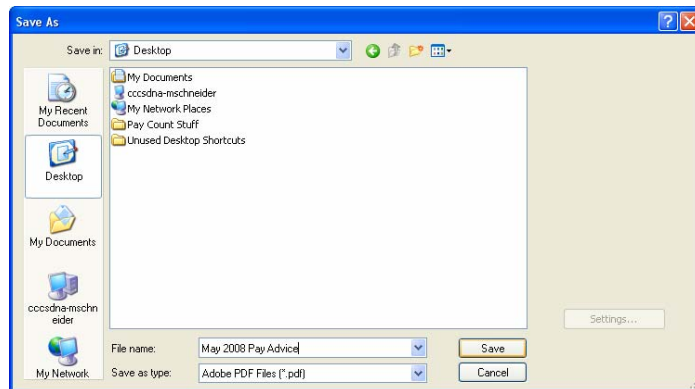
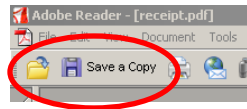
On payday, you will receive an email from [CentralPayroll@cccs.edu](mailto:CentralPayroll@cccs.edu) with the subject line: Colorado Community College System - Payroll Department - Direct Deposit Advice. The email will read as follows:

The attached .PDF file is a Direct Deposit advice from Colorado Community College System.

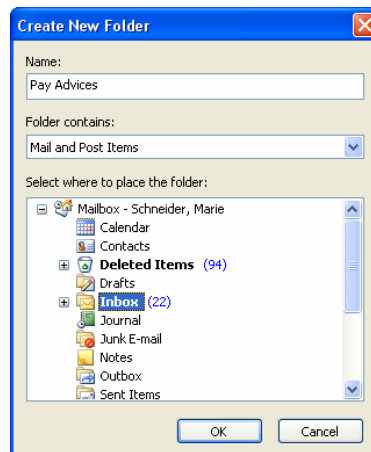
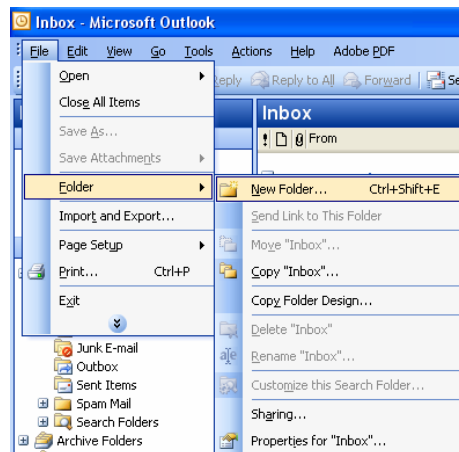
You will need Adobe Acrobat Reader to view this attachment. You may download the Adobe Reader software, for free, from:  
<http://www.adobe.com/products/acrobat/readermain.html>

You can save the pay advice to your computer, keep it in a folder in your email, or print it.

- To save a copy, click the "Save a Copy" button at the top of the Adobe Acrobat Reader Window. Find a location that you would like to save it under, name it with the pay date, and click 'Save'. A copy of this file will now be saved to your computer.



- To keep it in your Outlook Email, we recommend creating a folder to put these emails into. To create a folder in your email:
  - Go to File → Folder → New Folder...
  - Enter a name for the folder (ex. Pay Advices)
  - Select a location for the folder
  - Click 'OK'



If you have any questions regarding the delivery of your pay stub by email, please contact your HR or Payroll office.