



Opt-Out/Opt-In of Receiving Printed Pay Advices/Pay Stubs



ERP Department

One Business System for Broward Schools

NEW – Voluntarily Opt-out of receiving printed pay advices/pay stubs **to** support the District's Environmental Stewardship Strategic Goal # 7.

When you choose to go paperless, you will stop receiving printed (paper) copies of your pay advices/pay stubs.

You will continue to have access to view/print your pay advices/pay stubs online via Employee Self-Service (ESS).

The District Strategic Goal #7:
Environmental Stewardship Project
"Ensure district's leadership as an environmental steward through innovative ecology and energy conservation programs"

Have a Payroll Question? Contact
Payroll at 754-321-8150



Have an ESS Question? Contact the
BRITE Support Center at 754 321-8120

OPT-OUT OF RECEIVING PAY ADVICES/PAY STUBS

1. Begin the opt-out of printed pay advices/pay stubs by signing into Employee Self Service (ESS) and clicking on either of the Payment links.

Employee Self Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering.

- Contact Information**
Search for employees by name and find basic information about colleagues and their position in the company. Maintain your contact information and manage your addresses.
Quick Links
[Who's Who - SBBC Directory](#)
- Benefits**
Display the plans in which you are currently enrolled.
Payment
Opt-out of printed pay advices/pay stubs, display your salary statements, maintain bank details, update your W-4 tax withholding information and/or request a reprint of your W-2. Also, review information regarding the Year Round Pay Option.
- Career and Job**
View and change your own skills profile. View Education and Instructional Information.
- Professional Development**
Search course catalog. Book, prebook, and cancel courses. View training activities and run Inservice Report.
Quick Links
[Inservice Report](#)

2. Select the **Printed Pay Advice/Pay Stub Opt-out or Opt-in** link. Note the additional information provided explaining this voluntary option.

Payment

- Printed Pay Advice/Pay Stub Opt-out or Opt-in**
Go paperless – Voluntarily opt-out of receiving printed pay advices/pay stubs; or, opt-in to resume receiving printed pay advices/pay stubs. See Additional Information on the right.
- Salary Statement**
View your posted salary statements for pay periods after July 1, 2008. NOTE: Statement will appear 2 days before scheduled pay date.
- Bank Information**
Enter, change, or delete your bank information
NOTE: Employees must have at least one main bank identified for direct deposit, but can have up to four additional bank accounts or financial institutions selected as well.
- W-4 Tax Withholding**
Create, change, and display the information included on the W-4 form (Employee's Withholding Allowance Certificate).
- Year Round Pay Selection**
Year Round Pay selection for the 2010-11 school year will be open through 6/23/2010. For rules, regulations, information and a calculator on the Year Round Pay Option, please visit the following link:
<http://www.broward.k12.fl.us/erp/brite/payroll/news/>
- W-2 Reprint**
Request a reprint of your 2009 W-2

Please allow a minimum of 5 to 7 days for processing, plus additional time for delivery by the BCPS pony (Intercompany Mail) or US Mail. The reprinted W-2 can be sent to you at your location, to your home address as it currently appears in SAP, or can be picked up from the ERP Dept. (Payroll).
~ If your home address is incorrect, please update it on the Contact Information Screen (Permanent Residence) before requesting a reprint of your W-2.
~ If Pick Up has been requested please call the ERP Dept. (Payroll) located at Sawgrass Technology Park at 754-321-8150 ahead of your arrival to ensure that the reprint has been processed and is ready.

Additional Information - Opt-Out/In Pay Advice/Stub

New! Voluntarily opt-out of receiving a printed pay advice/pay stub to support the District's Environmental Stewardship Strategic Goal #7: "Ensure the District's leadership as an environmental steward through innovative ecology and energy conservation programs."

When you choose to go paperless, you will stop receiving printed (paper) copies of your pay advices/pay stubs. You will continue to have access to view/print your pay advices/pay stubs online via Employee Self-Service (ESS).

OPT-OUT OF RECEIVING PAY ADVICES/PAY STUBS

! You will receive this message the first time you access the Pay Advice Opt-out/Opt-in screen.

Printed Pay Advice: Pay Stub Opt-out or Opt-in

You've elected to receive printed pay advices.

Pay Advice Opt-out/Opt-in

1 Update Opt-out /Opt-in 2 Exit

Go green by going paperless--opt-out of receiving printed pay advices/pay stubs.

To exit, log off or select another ESS option above.

Make changes below, then click the update button to save:

To opt-out of receiving printed pay advices, click to put a check in the box below. Or, uncheck the box below to receive printed pay advices.

By checking this box, I elect not to receive printed pay advices/pay stubs.

UPDATE

3. Check the box to the right to elect **NOT** to receive printed pay advices/ pay stubs,

4. Then click **“UPDATE”** to save your selection.

5. You will receive a confirmation message stating that you have successfully updated your Opt-out/Opt-in status.

Printed Pay Advice: Pay Stub Opt-out or Opt-in

Record updated successfully 06/21/2010 18:49:24 . You've elected not to receive printed pay advices.

Pay Advice Opt-out/Opt-in

1 Update Opt-out /Opt-in 2 Exit

You may log off or select another ESS option above.

UPDATE

6. Select another ESS option by clicking on the appropriate Employee Self-Service tab (Contact Information, Vacation and Sick Balances, etc.) or log off of ESS.

7. Make sure to use the Log Off button in ESS to log off securely.

Home SAP Access Employee Self-Service

Overview | Contact Information | Vacation and Sick Balances

Printed Pay Advice: Pay Stub Opt-out or Opt-in

Pay Advice Opt-out/Opt-in

1 Update Opt-out /Opt-in 2 Exit

You may log off or select another ESS option above.

UPDATE

Help Log Off SAP

Payroll Dept. BI-I

History Back Forward

OPT-IN TO RECEIVING PAY ADVICES/PAY STUBS

1. If you have previously opted-out of receiving your pay advice/pay stub and now want to receive a pay advice/pay stub, simply **uncheck** the box below to change your status.
2. Then click **“UPDATE”** to save your selection.

Printed Pay Advice/Pay Stub Opt-out or Opt-in

You've elected not to receive printed pay advices.

Pay Advice Opt-out/Opt-in

1 Update Opt-out /Opt-in 2 Exit

Go green by going paperless--opt-out of receiving printed pay advices/pay stubs.

To exit, log off or select another ESS option above.

Make changes below, then click the update button to save:

To opt-out of receiving printed pay advices, click to put a check in the box below. Or, uncheck the box below to receive printed pay advices.

By checking this box, I elect not to receive printed pay advices/pay stubs.

UPDATE

3. You will receive a confirmation message stating that you have successfully updated your Opt-out/Opt-in status.

Home Employee Self-Service HR Action Processor

Overview | Contact Information | Vacation and Sick Balances | Benefits | **4** | Caree

Printed Pay Advice/Pay Stub Opt-out or Opt-in

3 Record updated successfully 06/22/2010 10:45:20 . You've elected to receive printed pay advices.

Pay Advice Opt-out/Opt-in

1 Update Opt-out /Opt-in 2 Exit

You may log off or select another ESS option above.

5 Help Log Off **SAP**

Payroll Dept. BLI

History Back Forward

UPDATE

4. You can select another ESS option by clicking on the appropriate Employee Self-Service tab (Contact Information, Vacation and Sick Balances, Benefits, etc.) or log off of ESS.
5. Make sure to use the Log Off button in ESS to log off securely.