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SUPERVISOR



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OFFICE OF THE SUPERVISOR
TOWN OF SOUTHOLD

To: All Employees

From: Scott Russell, Supervisor *SR*

Date: February 20, 2015

Subject: Pay stub election form

We are pleased to announce that employees may now elect to stop receiving a printed pay stub and access their payroll information directly through a secure internet connection on the Town's ePayroll system, also known as the Employee Service Station (ESS).

ESS enables you to have convenient, secure and private electronic access to your pay stub and all of your other personal payroll information, including past pay stubs, W-2's, withholding details and detailed payroll history. As an added benefit, biweekly pay stub information is available on the ESS several days before the pay date, which can be helpful with your personal financial planning.

Instructions for enrolling in ESS are on the next page of this memo, and employees are encouraged to enroll. Enrolling in ESS ensures that your personal payroll information remains secure and will greatly assist the Town's ongoing efforts to reduce paper use.

While the Town encourages you to take advantage of ESS, you may choose to continue to receive a printed pay stub. Please indicate below whether or not you wish to receive a printed pay stub on each pay date and then return this form to the Accounting Department.

Yes, I do wish to receive a printed pay stub.

No, I do not wish to receive a printed pay stub.

Finally, if you wish to change your selection in the future, you may do so at any time by completing, signing and submitting a new election form to the Accounting Department.

Please contact my office should you have any questions.

Employee name (Please print)

Employee signature

Date signed

The link to the Town's ePayroll application is <https://southold.ess.visualgov.com/Logon.aspx>. Employees need to enroll first by entering or clicking the link above, then clicking the link to "Request Account". The following screen will appear:

**SOUTHOLD, NY
EMPLOYEE SELF SERVICE**

Employee Self Service Payroll Signup

- 1.**
your email address.
You must enter a valid email address to activate your account.
Email
Repeat Email
- 2.**
Choose a password for your new account.
Passwords must be 6-30 characters in length.
Password
Repeat Password
- 3.**
Enter name and last 4 digits of your Social Security Number.
You must enter the last 4 digits of you SSN to activate your account.
First Name
Last Name
Last 4 SSN

Step 4 : Submit form

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Employees need to fill in sections 1, 2 and 3, and then click the "Complete Signup" link. Once that is done, the Accounting Department will set up your account, which may take a day or so. Once the account is set up, the employee will receive an e-mail letting them know that he or she has been enrolled. That e-mail will be sent to the address that the employee entered in question 1 of the setup screen.