

County of Cumberland Board of Chosen Freeholders	Policy Number: 2.24	Pages: Page 1 of 1
Chapter: Employee Benefits	Effective Date: October 1, 2015	
Subject: Paperless Pay Stubs		

I. Policy:

In an effort to obtain efficiency and streamlining of payroll department processes, Cumberland County shall begin to provide only paperless statements/e-mail copies of bi-weekly payroll stubs effective October 1, 2015.

II. Definitions: None

III. Procedure

- A. All employees will access their bi-weekly payroll stubs from a personal or work e-mail system. The e-mails will be sent prior to the actual pay date.
- B. Personal e-mails are preferred for this purpose and shall be provided to the Payroll Department. Delivering a statement using a personal e-mail is the digital equivalent of sending a statement to your home address through the postal system.
- C. For employees who do not have a personal computer or a personal e-mail account:
 - a. County e-mail addresses can be considered to accommodate employees who have a county e-mail account but have no personal option.
 - b. The Information Technology Division can assist employees in obtaining personal Gmail accounts for this purpose.
 - c. In addition to the County Library, the County will provide computer kiosks to assist employees in checking their pay statements.
- D. Paper pay stubs will no longer be issued.
- E. Employees will be solely responsible for maintaining all records associated with this program.
 - a. Employees shall notify Payroll immediately upon changing e-mail accounts. This communication shall be in writing; which can be an e-mail to ccpayroll@co.cumberland.nj.us. To ensure e-mail address accuracy, verbal requests will not be accepted.
 - b. Retention of pay statements shall be the employee's responsibility; either by stored pdf or by printing the statement. Payroll will not re-send pay statements for prior periods and will not print pay statements for any pay period.