

**Authorization to Receive Pay Advice Via Email for Hertford County Employees**

**Employee Name:** \_\_\_\_\_

**Employee #:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**I hereby authorize County of Hertford to deliver my pay advice to me via the email listed below. I understand that I will no longer receive a paper copy of this advice once this change goes into effect.**

**Email:** \_\_\_\_\_

**Signature of Employee:**

**Date:** \_\_\_\_\_

**\*Please note that you will still have your county email (should you have one) listed as your primary email in our system for ESS purposes. This form is ONLY for emailing your payroll advices. All Full Time Employees will have pay advices sent to your County Email unless we receive this form asking for an alternative email to be used. \***

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