

# DEKALB COUNTY EASTERN COMMUNITY SCHOOL DISTRICT

300 East Washington Street • Butler, IN 46721 • 260-868-2125 • FAX 260-868-2562

## MEMORANDUM

To: DeKalb Eastern CSD Employees  
FCAVC Employees  
NEISEC Employees  
From: Dr. Jeffrey F. Stephens, Superintendent  
Re: Online Pay Stubs  
Date: August 22, 2012

Many employers today are using web-based or paperless earning statements for their employees. **DeKalb County Eastern CSD** will be using an online pay stub service that will give our employees more flexibility in managing their pay information. **Therefore, all employees must have a Direct Deposit form on file with Payroll. Employees will no longer be receiving a paper pay stub or check.** Implementing this kind of service will also allow us to save on paper, printing, and staff distribution costs while providing you with enhanced functionality of your pay information. We think that you will find this new service to be convenient and easy to use. We hope that you will realize the benefits of this new service, and enjoy having access to all of your pay information at your finger-tips.

- Your pay information is easy to access from any computer with Internet access
- Additional delivery methods such as email and text messaging features available
- Online pay stubs offer increased security and confidentiality
- Pay history is available for verification of wages
- Online pay stubs may easily be emailed to accountants, lenders, or others

Security is our number one concern, which is why we chose a company that offers SSL (secure socket layer) encryption, and advanced password management to ensure the protection and integrity of all pay stub data transmissions.

Your Social Security Number will not be displayed on the pay stub. For Identity Theft to occur, you need three things: your name, SSN, and address. Nothing other than your name will be displayed on your online pay stubs – minimizing the chance for identity theft to happen. Online pay stubs actually offer increased confidentiality over a paper pay stub since those usually pass through four to seven people before being delivered to the employee. None of the online pay stub pages are cached in the memory of the computer, and each online pay stub is dynamically created upon each employee's request.

You will be able to access your online pay stubs beginning with your **August 31, 2012** payroll.

Enclosed is an Employee Quick Start Guide containing detailed information on how to access and navigate through the system. Please follow these instructions, including setting up e-mail and text notifications. To access the website, type [www.Doculivery.com/DekalbEastern](http://www.Doculivery.com/DekalbEastern) in your browser and click enter.

If you have any questions, please contact Tammy Pence or Jackie Bevington at (260) 868-2125; or send an email to [tpence@dekalbeastern.com](mailto:tpence@dekalbeastern.com) or [jbevington@dekalbeastern.com](mailto:jbevington@dekalbeastern.com)

Thank you for your cooperation.

*It is the mission of DeKalb County Eastern C.S.D., in concert with the community, to provide all learners with skills to adapt intellectually and socially to their changing environment.*

