



Designated E-mail Address for Official ESC Communications and Electronic Pay Stubs

The ESC allows employees to designate the e-mail address where they would like to receive communications from the ESC and electronic pay stubs (e-stubs). Employees that would like to use an e-mail account other than their ESCCO e-mail address, must complete this form, sign, and return it to Human Resources.

Please note that the e-mail address must be that used in the school district or agency where the employee is placed, *not* a personal account such as *hotmail.com* or *yahoo.com*. Please update the information on this form to ensure that you will receive ESC communications and designate whether you would also like your electronic pay stubs sent to the same address.

Name _____
Work Location: _____

Please provide either the employee ID or the last four digits of your social security number.
Employee ID: _____
Last four digits of the Social Security Number: _____

School district/agency phone number: _____
School district/agency e-mail address : _____
Cell phone number: _____

Note: Cell phone numbers will not be printed in any directory, but may be used by ESC staff or administrators to contact employees for payroll or other work-related questions.

Would you like your e-stubs (electronic pay stubs) to be sent to this address?
 Yes No

By signing this form, the employee agrees with the following statements:

- The ESC is not liable for the e-mail or the e-stub once it leaves the ESC e-mail server (is sent to an e-mail address not ending in esc.co.org.) E-mail messages sent outside the ESC domain are no longer secure and may be intercepted in transmission.
- The employee is responsible for completing a new form when the e-mail address changes.
- The employee is responsible for the accuracy of the information provided on this form.

Note:

Please make sure the e-mail address payroll@esc.co.org is not blocked by your spam filter.

Signature: _____ Date: _____

Return to ESC Office of Human Resources, fax 614.445.3767

Office User Only – Routing _____ (Initial and date) Human Resources _____ (Initial and date) Payroll/Business Services
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