

## **Benefits of Electronic Checks and Pay Statements**

In response to the COVID-19 Emergency Declaration, all employees are strongly encouraged to opt out of paper checks and pay statements. The City is currently mailing payroll checks to employees' current permanent/ mailing addresses on file in our SAP system.

The many benefits of having direct deposit include immediate access to your funds, less time at the bank, no more lost checks in the mail, reduction in fraud and paper, and assurance of uninterrupted pay in the event of a check printing delay. Maybe you've been thinking about switching to direct deposit? Now is the perfect opportunity.

### **Don't have direct deposit yet and want to sign-up?**

Go to <https://www.portlandoregon.gov/bhr/article/455000> and download the form. The form can be returned via email [InboxBHRCentralPayroll@portlandoregon.gov](mailto:InboxBHRCentralPayroll@portlandoregon.gov) , interoffice, mail, or Fax @ 503-865-3289. Contact info is on the form. Please note that if the form is not received the Friday before the next payroll Thursday, your direct deposit will be effective the following payday.

### **Like to see your pay statement immediately on payday, instead of waiting for the mail?**

Go to [portlandoregon.gov/employee](https://www.portlandoregon.gov/employee) and login.

### **Don't have an account yet on Portland Online?**

Click the Create a New Account button and enter the last 4 digits of your SSN and your birthday. You don't even need a City of Portland email address to create an account if one has not been assigned to you. When you are logged in, access <https://www.portlandoregon.gov/employee/paystub.cfm> to view your statements. Once you have access to your statements online, **please turn off the paper printing** and let's help save a few trees while practicing sustainability where we can.

### **Switch to electronic delivery @ <https://www.portlandoregon.gov/employee/estub.cfm?>**

Thank you everyone for your patience and understanding during this time!