



New City Resources for Saving Paper

Switch to Online Pay Stubs in SAP!

Save time, money and resources by opting out of receiving a paper pay statement (your pay stub) - available to OMF employees right now as part of the pilot program; rolling out to all City employees June 21.



Electronic pay statements are good for YOU - delivery is easy, convenient and secure.

- You can access your statement anytime, anywhere, from any computer that has internet access.
- You'll receive an email letting you know when your statement is available.
- Your PortlandOnline unique user name and password ensures that only you have access to sensitive information on your pay statement.

Electronic pay statements are good for the CITY - they save time and money.

- Printing pay statements costs approximately \$250 per pay period. If all employees chose electronic statements, we could save about \$6500 each year.
- Bureaus spend an average of 6 hours each pay period sorting and delivering paper statements to employees. That's over 150 hours per year.

Electronic pay statements are good for the ENVIRONMENT - printing uses lots of paper.

- The City uses over 155,000 sheets of paper per year to print pay statements.
- Electronic pay statements could save about 1.5 trees each month, or almost 20 trees each year.

Make the switch! Log in to the **Employee tab** on PortlandOnline & look for the **Go Paperless link**.



Green Print

GreenPrint makes it easy to print only the pages you want. This print software is being rolled out to City computers over the next few years to help you identify and remove unwanted pages (and images!) before printing, thus reducing the amount of paper, ink and toner used. The system keeps a tally of your savings so you can see the benefits.

According to the calculator on the **GreenPrint website**, the annual savings for 800 OMF employees would be:

\$60,480 dollars saved
\$75 saved per person
1,008,000 pages saved
112 trees saved
403.9 tons of CO2 saved

Tips for Using GreenPrint on City Computers:

- It is excellent for printing web pages or in Outlook, where it's not always clear what pieces will print (like a blank page at the end!)
- Print articles or webpages, but remove the images; it saves ink, but keeps the document and formatting intact.
- Documents such as really large templates and complex documents don't work as well with GreenPrint.
- GreenPrint can also be used to create a PDF document without having to purchase a separate PDF writer.

Watch this [video demonstration](#) of how to use GreenPrint!

BTS began rolling out GreenPrint on June 1, 2010 on all new computers and those receiving normal 4-year life cycle replacements. Unfortunately, you cannot request this software until your computer is updated. The GreenPrint screen will appear as an auto print preview once you have it on your computer. Need help using the software? Check out these [resources from BTS](#) or call the help desk!