

ANSWERS TO COMMON QUESTIONS REGARDING PAPERLESS PAY ADVICES

Why is CCA sending my Pay Advices by email now?

For several excellent reasons, some of which are:

- We now have the technology to do it and catch up with other employers.
- It is more secure.
- It is more efficient.
- It will save trees and chemicals and supports our sustainable efforts.
- It will reduce expenses for equipment and support of that equipment.
- It will reduce a significant amount of labor time, allowing staff to spend their time on more productive tasks, again saving the system money.

Will my pay advice contain confidential information?

No, Social Security numbers and bank account numbers will **NOT** appear anywhere on your direct deposit pay advice or the email that contains the pay advice.

The most sensitive information contained on your pay advice is your earnings. This information is already public, because CCA is a public institution and is required to provide this information upon request.

Wouldn't CCA want a paper trail of my direct deposit pay advice?

Neither the College nor the State of Colorado has ever kept paper copies of your pay advice information. If information was requested from a previous payroll, we would pull the information from the database to get that information for you.

If you need information from your pay advice or a copy of that pay advice, having an electronic version in a .PDF format is a benefit to you. Currently you need to keep your own paper copy of your pay advices. Now, you can easily save your information where you choose (email folder, hard drive, jump drive, etc.). You always have it for future reference and/or you can print a copy any time. It's your choice now! No more worries about losing or replacing the paper copy.

Wasn't It Safer to Send a Paper Copy of my Pay Advice?

No, sending a paper copy is not safer. Paper copies passed through many hands to get to you. They were printed, stuffed, sealed and mailed by State mail services and/or distributed by campus staff. The possibility of it being misplaced, lost, or damaged was far greater before electronic pay advice technology. If it was lost, you had to contact payroll and wait for a copy to be processed and delivered to you.

What if I don't know how to save my email to a folder or to a drive? How can I learn?

Review the attached "Pay Advices are Going Paperless" and follow the step-by-step, instructions. If you need additional assistance, please contact your HR or Payroll office

What do I do if I have more questions?

As always, you are encouraged to contact your HR or Payroll Office.