



Electronic Payroll Notice Authorization

I wish to receive my payroll notice in electronic form. Please send my pay notice effective immediately to the following email address:

_____.

If you choose the electronic option, please be advised that:

- By receiving your payroll notice electronically, the information contained on your payroll notice becomes less private because it is now in an electronic form and delivered through an email system. Payroll notices contain your personal information, including your name, rate of pay, and information about your use of sick time and vacation, which need to be protected.
- As part of the set up process, you will be sent an email as confirmation that we have the correct email address. In this email you will be asked to confirm a piece of personal information; once you have responded with the correct information, your setup in the program will be finalized. This personal information will only be used to confirm your email address, and in accordance with Section 484(4) of the MGA, will be securely retained for a period of one year.
- Once you begin to receive your payroll notice electronically, it is suggested that you delete it from your inbox (and your trash) after reviewing it. If you choose to print it before deleting, please ensure that you remove it promptly from the printer to protect your personal information.
- HRM recommends that you do not elect to receive your payroll notice using a personal email account such as Gmail or Hotmail. In some cases, your email may be hosted outside of Canada, subject to foreign authority. Should you choose to use a personal email account, you should be aware that HRM cannot guarantee that the personal information contained in your payroll notice will be secure from disclosure after it leaves the HRM email system.
- Your participation in this process will continue until such time as written notice is received by the Payroll Office. If you cease to be an HRM employee and your email address is disabled, any final payroll notice(s) will be delivered by mail to your home address.

Employee Number

Employee Signature

Date

I wish to continue to receive my payroll notice in printed form.

Employee Number

Employee Signature

Date