

**DATE: May 8, 2009**

**TO: Employees participating in direct deposit and receiving printed pay stubs**

**FROM: Donna M. Jones, Idaho State Controller**

**RE: Receiving Pay Stubs Online**

Effective June 12, 2009, the State Controller's Division of Statewide Payroll will no longer print pay stubs for employees participating in direct deposit. If all state employees were to incorporate this change it would save an estimated \$125,000 annually while providing important benefits for employees.

If you do not have access to an internet connected computer at work or home, please contact your agency's payroll staff. Your agency's payroll staff will be able to provide you with a printed pay stub for every pay period.

You will be able to review your online pay stubs by visiting our Web site at <http://www.sco.idaho.gov>, and clicking on the "Logon" link in the top menu bar of the Web site. If you have questions about your online pay stub, or need help logging in to view it, please contact your agency's payroll staff.

## Benefits of Online Pay Stubs

- By receiving your pay stub online, you are helping to save thousand of tax dollars.
- Online pay stubs for employees are published a full week earlier than the paper pay stubs were printed.
- Delivering pay stubs online through our password protected and encrypted website increases their security and confidentiality, protecting your confidential information from loss and fraud.
- Your current and historical pay stubs are available online, 24/7, from any computer with internet access.
- Go to [www.sco.idaho.gov](http://www.sco.idaho.gov) > payroll > applications > online pay stubs to learn more.