



Massachusetts Institute of Technology

Request to Receive Paper Paystubs

SECTION I: Employee/Student Information

Last Name _____ First Name _____

MIT ID# _____ MIT Phone _____

SECTION II: Paper Paystub Request

MIT provides 24-hour online access to your current and previous paystubs on the Employee Self Service web site. Your paystub has been set up to "Go Paperless," meaning MIT will not send you printed paystubs in the mail. However, you have the option to request paper paystubs. If you wish to receive paper paystubs from MIT, please submit this form to the appropriate office, below.

You may choose to discontinue receiving paper paystubs from MIT and "Go Paperless" at any time in the future. Simply go to the *Money Matters* tab on the Employee Self Service web site (below), select *ePaystub*, and choose "Go Paperless."

Employee Self Service:

http://web.mit.edu/sapwebss/PS1/money_home.shtml

Reason (Optional):

It would be helpful for MIT HR/Payroll to understand why you are requesting to receive paper paystubs. If you wish, please tell us your reason:

- Lack access to computer with internet or a secure printer
- Lack access to MIT Employee Self Service web site -- no MIT username (kerberos ID)
- Other reason - Please specify: _____

I would like to receive paper paystubs. Please continue to generate my paystubs in paper form and mail them to my address on file in MIT HR/Payroll.

Employee's Signature _____ Date _____

Please return the completed form to:

Campus Employees/Students: MIT, 77 Massachusetts Ave., HR/Payroll
NE49-4097, Cambridge, MA 02139-4307

Lincoln Laboratory Employees: MIT Lincoln Laboratory
244 Wood St., Workforce Service Center, **S2-112**
Lexington, MA 02421-6426