



## Paperless Option

To: Galt Elementary School District Employees

You now have the option of receiving a paper copy of your direct-deposit pay stub or going paperless. You may access wage information, pay history, W-2's, personal information, and more, through Employee Self Service (ESS) at <https://selfservice.scoe.net>.

Please select one of the following and return this form to the Payroll Dept.

(Check one)

I wish to receive a paper copy of my direct-deposit pay stub

I wish to go paperless and will access my pay and personal information through ESS

I understand this notice will be in effect until such time as I give written notice to the contrary.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**