



Authorization Agreement for Electronic Payroll Warrant Advice

Employees with direct deposit will have their payroll warrant advice e-mailed to their personal e-mail address on the day of payday. Please complete the following information, sign and return it to the Payroll Department no later than the 10th of the month in order for the change to occur in that month.

Please send my payroll warrant advice to my personal e-mail listed below. I understand that e-mail transmission cannot be guaranteed to be secure and the information could be intercepted. SCOE does not accept liability for any lost, misdirected, or intercepted e-mails. It is the employee's responsibility to verify the security of their electronic devices and personal e-mail. **It is the employee's responsibility to notify the Payroll Department if their e-mail address changes.**

Print Name

E-mail Address

Signature

Date