



RAM Pay Deposit Advice via E-Mail Request Form

Updated 9/7/06

City College of San Francisco employees enrolled in direct deposit are eligible to receive payroll direct deposit advices via Groupwise e-mail. E-mail transmissions of the payroll direct deposit advice form will be sent from CCSF Payroll Services approximately four days before payday. It is important to note that the funds associated with the advice will not be available at employees' financial institutions until the pay date recorded on the advice. All payroll transactions are subject to cancellation or correction (per the City College of San Francisco Direct Deposit Application Form) in order to correct a payment error. If a cancellation or correction is necessary after the deposit advice is e-mailed, every effort will be made by CCSF Payroll Services to immediately notify the affected employee of the action via the same e-mail address in which the deposit advice was sent. Employees electing not to receive payroll advices via e-mail will be able to access their pay advice via RAM Pay (web 4). Please return completed form to CCSF Payroll Services. Processing of this request may take two pay cycles. FOR SECURITY REASONS, ONLY CCSF GROUPWISE E-MAIL ACCOUNTS MAY BE DESIGNATED AS THE RECIPIENT DESTINATION.

Employee Type: Certificated (Faculty/Administrator) Classified Student

Please: Start Stop e-mailing my pay advice to my GroupWise account.

Employee Name (printed):

Form fields for Last, First, Date, Employee Social Security Number -or- Banner ID Number, and Groupwise Address Where Advice is to be Sent @CCSF.EDU

I have read the information on this form. I am currently receiving my CCSF payroll compensation via Direct Deposit. I want to receive my Direct Deposit Advices via e-mail.

Employee Signature