

Opting out of paper paystubs on MyOregonState

From MyOregonState select Online Services Employee Dashboard link

The screenshot shows the MyOregonState Employee Dashboard. At the top left is the Oregon State University logo. The page title is "Employee Dashboard" with a "Beta" badge. Below the title are navigation links for "Overview", "Resources", and "Beta". The "Overview" section contains three main cards: "Employee Tools" with sub-links for "Empcenter" (Time sheets and time off) and "Evals" (Electronic performance evaluation system); "IT System Status" with a message "All IT systems operating normally." and a link to "View more at status portal"; and "Trending" which lists various services: Banner, Web for Advisors, BennyBuy, CORE Reports, Box, DocuSign, MyDegrees, Pay Stub, Online Services Employee Dashboard, and Nolij. A purple arrow originates from the top left and points directly to the "Pay Stub" link in the Trending list.

From the Employee Dashboard select Opt out of printed earnings statements link

The screenshot shows the Oregon State University Employee Dashboard. At the top, there is a navigation bar with the OSU logo and a search bar. Below this, the 'Employee Dashboard' title is displayed. A profile picture placeholder and a 'My Profile' button are on the left. A note states: 'Note: balances may not reflect most recent leave taken. For up-to-date balances, log in to EmpCenter'. Below the note is a grid of leave balance cards for Sick Leave, Vacation Leave, Personal Leave, Furlough Leave, Compensatory Time, and Exchange Leave. A 'Full Leave Balance Information' link is at the bottom right. The main content area is divided into two columns. The left column has a 'Pay Information' section with a dropdown arrow, containing links for 'Latest Pay Stub: 03/31/2020', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. A purple arrow points to the 'Opt out of printed earning statements' link. Below this are sections for 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary', each with a dropdown arrow. The right column has a 'My Activities' section with a link for 'Electronic Personnel Action Forms (EPAF)'.

Review the electronic earning statement consent, check the *My Choice* box, and click submit

The screenshot shows the 'Electronic Earning Statement Consent' page on the OSU website. At the top left is the OSU logo. Below it is a navigation menu with 'Main Menu', 'Employee', 'Finance', and 'Personal Information'. A search bar is on the left, and 'RETURN TO PAY MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main heading is 'Electronic Earning Statement Consent'. Below this is a paragraph of text explaining the consent process. A purple arrow points to the 'My Choice' radio button. Below the text is a 'Selection Criteria' section with the text 'I consent to receive Earning Statements electronically:' followed by a checked checkbox and the 'My Choice' label. A 'Submit' button is below this. At the bottom, there are links for 'View Electronic Earning Statements' and 'View History of Electronic Consent'. A purple arrow points to the 'Submit' button.