

# MEMO

April 7, 2009

**Re: Changes to Earnings Statement production and distribution**

This is to notify you of a change to administration of your earnings statement production and distribution beginning this month.

Each pay period, Human Resources coordinates the production, packaging, collating and distribution of statements which outline the details of your pay. Since 2003 these statements have been available to be viewed, and printed if needed, by you using the on-line application for employees referred to as *myHuman Resources*. Statements for all pays since January 1998 are available on line. The information is available for view usually about 3 business days prior to the pay date.

Beginning in April 2009, your earnings statements will no longer be automatically printed and distributed each pay period. You will be required to login into *myHuman Resources* to see your earnings statement. However, you have the option to elect a printed copy to be automatically produced and sent to your home address. To do this, go to [http://www.uwo.ca/humanresources/peoplesoft/admin\\_index.htm](http://www.uwo.ca/humanresources/peoplesoft/admin_index.htm).

We expect this change will reduce the impact on the environment (currently approximately 10,000 pieces of paper and 10,000 envelopes are prepared and distributed to employees each month - many which are never reviewed by the recipient). We also expect this change will result in improved protection of your personal and confidential data by eliminating a number of "hand offs" in the distribution process.

If you require a computer to access this employee application or assistance in reviewing your print options, please visit the Human Resources Communications Centre at 5100 Support Services Building.

Human Resources