

**Employee Online  
“Opt In” Form  
for Employees without a Union email account**

Please complete the following and return this form to Human Resources.

As a Union College employee, I would like to be provided with access to Employee Online. I understand this system will allow me to view and update my employee information online. If interested in having my pay deposited directly in my bank account, I can fill out Union’s Direct Deposit Form and will no longer need to receive a paper pay check or pay stub.

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Name (Please Print)

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Employee ID

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Personal Email address

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Signature

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Date

