



Enroll now for Electronic W2 & Direct Deposit

Benefits of Electronic W2s:

- Receive your W2 **earlier** than traditional paper W2s
- Eliminate the risk that your W2 will be lost, misdirected or delayed during the mail distribution process
- Access your W2 at your convenience 24-7 from any computer that has internet access. The W2s are stored securely on MyChaffeyView and employees can view, print or re-print at a later date.

To receive your W2 form electronically via MyChaffeyView you must provide consent. Simply log into MyChaffeyView to review the disclosure statement and provide your consent. If you need assistance logging into MyChaffeyView there is a login and password help link on the main MyChaffeyView menu.

Benefits of Direct Deposit:

- Eliminate the worry of having to pick up your check, especially if you're not on campus or out of town.
- If you chose to have your check mailed it stands the chance of getting lost, stolen, destroyed or delayed in the mail.
- The process to replace a check can take up to 3 days.
- With Direct Deposit, your money is electronically transferred into your account and available to you the morning of the release date.
- You have the ability to split your Direct Deposit among different accounts and/or different banks.
- If the release date of your payroll falls on a day when the campus is closed you will have to wait until the next college business day to pick up your check. This may occur during our summer schedule when the campus is closed on Fridays. If your pay date falls on a Friday, you will have to wait until Monday to pick up your check.

Please call the Payroll Department if you need assistance:

Maria Jara—Classified Payroll: (909) 652-6029

Tara Schroeder—Certificated Payroll: (909) 652-6037

Kim Mascarenas—Administrator, Payroll: (909) 652-6030

