Dear {Employee Name},

We hope you are well and staying safe through these challenging times. Our main concern remains safeguarding our fellow valued employees in the midst of this pandemic.

In the event that further government mandates result in the suspension or delay of our payroll vendor’s delivery services, we want to ensure that you will still get paid on time. As a result, we are trying to move as many of our employees to direct deposit as possible and encourage the use of Viventium’s Employee Self Service (ESS).

Employee Self Service will provide you greater insight into your pay by providing you with digital paystubs. It also allows you the ability to edit your personal and pay information, such as direct deposit.

If you have not already registered, please follow the [instructions](about:blank) on a recent email invitation to enroll. If you have not received this email, please contact [Insert Payroll Administrator Contact].

Viventium offers a mobile application for iOS and Android; you can download the Viventium app on the Apple App Store or Google Play. ESS can also be accessed from Viventium’s website at [www.viventium.com](about:blank): select “Login” (top-right of the screen) and “Employee.”

Once you’ve logged into ESS, you can get setup with Direct Deposit by clicking “My Pay” located within the top left menu, then “Edit Direct Deposit Information.”

Alternatively, you can simply complete the attached ***Direct Deposit Authorization Form*** and return it*to* [insert Payroll Admin Contact*]* to get set up with direct deposit.

We recognize that this a unique situation, and even during this time we will continue to keep you in our minds with each decision that make. Please contact us with any questions.

Thank you,