

TO: All City Employees

FROM: Payroll/Human Resource

To better serve the employees of the City of Olean, a new website is being created that will soon be available. This website will be easy to access and will contain information regarding benefits, programs, etc. To help set up this site and get it as complete as possible, I would like to find out what you feel is important and should be on this site.

Please check all the following that you would like to see available on this website:

- Hospitalization information (rates, doctors available, plans available, etc.)
- Flex Plan Information
- Retirement Information
- Deferred Comp Information
- Direct Deposit Information
- Benefit Resource Information
- City policies and procedures
- Contracts
- Form to change your address
- Form to change your tax withholding
- Employee handbook
- Employee Assistance Program

Your Suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We would like to mention birthdays/anniversaries each month. If you would like to have yours mentioned, please let us know

Your wedding anniversary (month, day & year) \_\_\_\_\_

Your birthday (month & day only) \_\_\_\_\_

We will mention years worked for the City (5/10/15, etc.)

Another way to keep employees updated on events, payroll change schedules, etc. is to send an e-mail. If you want to be set up to get information this way, please provide an e-mail address that you check regularly \_\_\_\_\_.

Thank you for your help in setting up this site. Any suggestions will be greatly appreciated. Please return this form by the end of January either through your department supervisor or directly to me.

Terri

Your Name \_\_\_\_\_

Date \_\_\_\_\_