

AUTHORIZED EMPLOYER SIGNATURES
FOR DEFERRED COMPENSATION FORMS

PRIMARY

- Jennifer Arias – Crest Building (C-207A)
jarias@valleywater.org – ext 2929
- Patrice McElroy - Crest Building (C-224)
pmcelroy@valleywater.org - ext 3159

BACK-UP ONLY

(IN THE EVENT THAT PRIMARY SIGNERS ARE NOT AVAILABLE)

- Charlene Sun – Headquarter Building
csun@valleywater.org – ext 2528

PROCESSING TIMEFRAMES

New Hires – If the enrollment form is dated and received by Payroll on or before the date of hire, deductions will be effective on the first paycheck after start of employment.

Change Forms or Late Enrollment Forms – deductions will be effective on the first paycheck of the month following receipt of signed forms by the Payroll Unit, unless a later date is specified on the form by the employee.