

AUTHORIZED EMPLOYER SIGNATURES
FOR DEFERRED COMPENSATION FORMS
PRIMARY

- Ingrid Bella – Crest Building (C-224)
ingridbella@valleywater.org – extension 3171

BACK-UP ONLY

(IN THE EVENT THAT PRIMARY SIGNERS ARE NOT AVAILABLE)

- Charlene Sun – Headquarters Building
csun@valleywater.org – extension 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.