

Insider: Five ways to reduce your paper trail

November 20, 2012 10:30 AM Insider
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According to conservatree.org, one office worker can print 10,000 pages over the course of a year. To decrease the university's paper use, the [Tulane University Workforce Management Organization](#) is [going paperless](#), and everyone is invited to come along.



"This is just one small thing we can do to help protect the environment," says Tulane customer relations consultant, Julio Diaz. "It's not only better for the environment, but it makes a lot of our processes much faster."

Employees are currently able see pay check stubs dating back two years by visiting [Gibson Online](#) and clicking "My Paycheck and More."

Also new this year, employees can receive an electronic W-2 for 2012 by [enrolling before Dec. 31, 2012](#).

"We are really excited about the electronic W-2 option. This secure system will allow university employees faster access to these important tax documents," says Diaz.

For those who aren't Tulane employees, you can still find ways to reduce your paper use. Here are five simple ways to get started:

1. If you shop online, have the receipt emailed to you instead of printing it.
2. Ask the bookstore if your textbook comes in an electronic format.
3. Implement ways to decrease paper use at your job or internship.
4. Cancel the paper version of your bank statement, cell phone and credit card bills.
5. If you simply have to use the paper, be sure to recycle!

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