

Frequently Asked Questions about Payroll Direct Deposit

Q. How does Direct Deposit work and are there any costs for participating?

A. Each payday the University will deposit your net pay directly into your checking or savings account at your financial institution. Direct Deposit is a safe and convenient way to receive your pay and has no costs to the employee.

Q. Am I required to have my pay deposited into my account or can I get paid with a check?

A. All employees working for the University are required to be paid by direct deposit.

Q. Is it possible to have a portion of my check put into my savings account and the balance in my checking account?

A. Yes. You may designate up to three (3) accounts to have your money deposited to.

Q. What is the earliest date I can make cash withdrawals on the amount of the Direct Deposit?

A. The money will be available to you on payday; however you may want to confirm with your bank before using any funds.

Q. What if I decide to change banks? What do I have to do?

A. The authorization and any required bank information must be completed and processed in the Payroll Office, located in McClain Hall 105. However, DO NOT close your existing account until the first Direct Deposit has been received by the new bank.

Q. If I have closed my account and forgotten to tell the University, what will happen to my pay?

A. Present your new account information to the Payroll Office, located in McClain Hall 105. After verification that the funds have been returned to the University's bank, Payroll will then reissue the direct deposit to your new account. Reissues are completed each Thursday.

Q. I am leaving the country in May. Can I use a bank in my home country to receive my net pay?

A. Direct deposit is available in US currency to US financial institutions only. You will need to make arrangements with your US bank to wire funds to you after you leave the US.

Q. If I signed up for Direct Deposit the last time I worked at the University, will I need to give Payroll my Direct Deposit information again?

A. Once direct deposit is established with Payroll, you will not need to give your banking information to us again unless you change bank accounts.

Q. How do I find my bank account number and routing number?

A. Checking account and routing numbers are printed at the bottom of your personal check. If you are using a savings account for direct deposit or only have your debit card for reference, you will need to contact your bank for these numbers. Please note that the routing number on a deposit slip is not the correct routing number that is needed for direct deposit. Also, the number on your debit card is not your bank account number.

The diagram shows a check with the following fields and markings:

- NAME, ADDRESS, CITY, STATE ZIP
- 0123 (MICR line)
- 01-23456789 (MICR line)
- DATE
- PAY TO THE ORDER OF
- \$ [] (Amount)
- BANK NAME, ADDRESS, CITY, STATE ZIP
- DOLLARS
- FOR
- ⑆0 234 56789⑆ (Routing Number)
- ⑆0 234 567890 123⑆ (Account Number)
- ⑆0 23 (MICR line)

Labels below the check indicate: Routing Number (under ⑆0 234 56789⑆) and Account Number (under ⑆0 234 567890 123⑆).