

INSTRUCTIONS

NOTE: You must be enrolled in payroll direct deposit to be eligible to have pre-tax benefits reimbursement, travel and miscellaneous expense reimbursement direct deposited.

To Start Direct Deposit: Complete a direct deposit authorization form and attach a deposit slip or voided check for checking and share draft accounts. Attach a deposit slip for savings accounts if available. The following payday after Payroll receives your authorization form, a prenotification is sent to specified bank to inform them of your direct deposit transaction. The prenotification is done to ensure the accuracy of the bank and account numbers. After the prenotification has been completed, payroll direct deposit will occur on the next payday, and direct deposit of other non-payroll reimbursements will occur on the schedule determined by Disbursement Services and Employee Benefits, You will receive a sealed direct deposit remittance advice at your campus address.

To Change Direct Deposit: Complete a direct deposit authorization form and attach a deposit slip or voided check for checking and share draft accounts. Attach a deposit slip for savings accounts if available. The following payday after Payroll receives the new authorization form for change, a prenotification is once again sent to specified bank to inform them of your direct deposit transaction. During this process you will receive a hard copy payroll check and hard copy reimbursement checks. After the prenotification has been completed, a payroll direct deposit will occur on the next payday, and direct deposit of other non-payroll reimbursements will occur on the schedule determined by Disbursement Services and Employee Benefits. **NOTE:** Send the new authorization form to Payroll BEFORE closing previous account.

To Stop Direct Deposit: Complete a direct deposit authorization form and send it to Payroll BEFORE closing your account. If you fail to stop direct deposit, your payments will continue to go direct deposit, Once a direct deposit has been transmitted to a closed account, a delay will take place in recovering this deposit from your old account. If you elect to stop payroll direct deposit, pre-tax benefits reimbursement, travel, and miscellaneous expense reimbursement direct deposits will also stop.