

Direct Deposit

Direct Deposit automatically deposits your pay into your checking or savings account. You do not need to worry about taking time to deposit your check or making special arrangements for your paycheck when you are out of town or sick. With Direct Deposit, **your pay will be available when your bank opens for business on payday.**

To request Direct Deposit:

- Fill out and sign the Direct Deposit Enrollment form.
- For a checking account, attach a voided check or a copy of a check with void written across it. If you don't have or use checks, write "no checks" on the form.
- For a savings account, contact your bank for the correct routing number and account number (savings deposit slips typically lack the full information needed).
- Turn the form in to the Payroll Office.
- Allow two pay periods for processing. (On the first payday after turning in your Direct Deposit Enrollment form, you will receive a paycheck while all of your information is being verified by the bank(s). The second payday your pay will be directly deposited to your account. If any of your information is incorrect, it will take longer because you will have to resubmit the information correctly, starting the process all over again.)

To change your Direct Deposit:

- Fill out and sign a new Direct Deposit Enrollment form.
- Attach a voided check or savings account information for your new account.
- Turn the form in to the Payroll Office.
- Allow two pay periods for processing.

To stop your Direct Deposit:

- Fill out Section B, Box 3, on a new Direct Deposit Enrollment form.
- Turn the form in to the Payroll Office at least 7 days before payday.
- Direct Deposit will be stopped that pay period and you will receive a paycheck on payday.

If you close your account and do not inform PLU at least 7 days before payday, your pay may still be transmitted to your bank. We will not issue you a paycheck until the bank has returned the funds to us which may take several days.

Any change in your bank account number or bank will result in the Direct Deposit process being stopped. To restart Direct Deposit, you must begin at step one.

You will receive an electronic Direct Deposit Pay Advice instead of a paycheck. The information on the Direct Deposit Pay Advice is identical to the information on a paycheck. You will receive an email sent to your PLU email address with a secure, password-protected .pdf file attached that will be your pay advice. It is your responsibility to store your electronic pay advice (in your email, on your hard drive, on a flash drive – wherever you choose) so you have access to it when you need it.