

Payroll Office



LIFE IS EASIER WITH AUTOMATED (DIRECT) DEPOSIT

How long does it take when I sign up? If the Payroll Office receives your form by the monthly scheduled "due date" and you are scheduled to receive pay that same month, your pay will go to your new account the following month. A process called "pre-noting" is done each payday to verify new information sent to the individuals' bank. Once you are on Direct deposit, should you have a break in service over 5 months, we will need to pre-note your account again.

Changing Banks Or Accounts: You must fill out a new Automated Deposit Form with Payroll to change information such as a new bank or account number, or to change the amount of your credit union deduction.

Closing Your Account Due To Theft: After you notify your bank, please call the Payroll Office as soon as possible to let us know what is happening. If we are notified soon enough, we may be able to stop your pay from going into the closed account.

Required Attachments to the Form: If you are setting up a checking account, the form will require a voided check or xerox of one. If you are setting up a savings account, the form will ask that you contact your bank directly for the correct Routing number and Account number specifically used for Direct Deposit.

Who is eligible: All permanent employees with benefits are required to use Direct Deposit. Temporary employees receiving pay for at least a few consecutive months are also welcome.

Direct Deposit Advices: Once you are on Direct Deposit, your pay advice will be sent electronically to your PLU email address. Attached will be a password protected encrypted pdf file you can store where you would like. If you are without benefits, you may want to forward it to your home address to store.

Where is Direct Deposit handled? Those employees on Faculty and Staff Payroll can obtain a form by visiting Payroll located on 121st and Park (Bldg address 12013), calling the office at 253-535-7531, or visiting our website at www.plu.edu/~payr.