

PLU Pay Advices Have Gone Electronic

How it works: Want to help PLU's Payroll Office cut down on costs and paper? Signing up for Direct Deposit without an active PLU email account creates a paper Pay Advice. These paper Pay Advices must be mailed to the home – creating even more expense. By signing up for Direct Deposit and a PLU email account, you will receive your Pay Advice electronically. You can save your Pay Advice to your computer at work, or forward the email to your home to save and print only when needed. The document is PDF and secure/encrypted. You will have a unique password that would be hard to forget – it is the first four letters of your last name, and the last four digits of your social security number!

Do I Qualify: Direct Deposit is PLU's preferred method of payment, and therefore is mandatory for Regular employees in a "with benefits" status. Student employees are encouraged to use Direct Deposit. If not, a check is cut to be picked up in the Business Office. Temporary employees are also encouraged to use Direct Deposit. If not, a check is cut to be mailed to the home. There is a \$15.00 fee for all lost/replaced Payroll checks.

How will I recognize the email: On payday, you will receive an email from the Payroll Office saying from "**payr**" "**Direct Deposit Pay Advice for xx/xx/xx**" (the current payday). The email will read as follows:

Direct Deposit Pay Advice for xx/xx/xx (the current payday)

payr@plu.edu

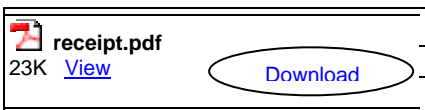
Attached is your Direct Deposit Advice from the PLU Payroll Office (payr).
Your money will be deposited on payday which is xx/xx/xx.

The attached PDF document is password protected encrypted for security purposes and your protection. Please use the first 4 characters of your last name (including spaces and/or punctuation) followed by the last 4 digits of your Social Security Number.

Example: Joe Lute 123-45-6789
Password = lute6789

Example: Terry op de Gil 123-45-6789
Password = op d6789

Example: Hal O'Hara 123-45-6789
Password = o'ha6789



Next click "Download." This will bring up a message to "open with" Adobe Acrobat. Click "ok." At this point you should be prompted to enter your password.

How do I get a PLU email account: You can request an account online. Visit the PLU website www.plu.edu and click on "eResources." Next choose "ePass." You will then be given an option to "Request ePass Account," then "Create Your ePass." Instructions are given on the website with contact information should you encounter a problem.

Where do I sign up for Direct Deposit: You are always welcome to visit the Payroll Office located on 121st and Park, building number 12013. We are open Monday through Friday from 8:00 am to 5:00 pm. You may also download the form off of our website under Downloadable Forms at www.plu.edu/~payr. We process two separate Payrolls, one for Student Employees and one for Staff Employees. Newly hired Staff employees receiving the form in their hire packet may return the form directly to Human Resources. All other employees please submit directly to Payroll. You may also mail the form to us at: Pacific Lutheran University, 12180 Park Ave S., Attn: Payroll Office, Tacoma WA 98447, or fax the form to us at 253-536-5060.

How do I make changes to my banking: Should you need to close your account due to theft, please notify the Payroll Office immediately by calling 253-535-7531 or 253-535-7341. To change your account or switch banks, always submit the form directly to the Payroll Office.

When will it take effect: Both the Staff Payroll and Student Payroll publish an annual "Processing Schedule" that lists Due Dates/Deadlines. However, if the form is received in the Payroll Office up to eight "banking" days before payday, in most cases it will become effective the same payday.