

PLU Pay Advices Now Available In Banner Self Service

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. When logging into Banner Self Service, you can now view/print your pay advice online. Pay advices will be available on pay day and will remain available for you to view throughout your time working for PLU.

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 printed to be picked up in the Business Office. Temporary employees are also encouraged to use Direct Deposit. If not, a check is printed to be mailed to the permanent home address. There is a \$15.00 fee for all lost/replaced Payroll checks.

When will my pay advice be available: On payday, you will receive an email from the Payroll Office letting you know that you have been paid and instructions with how to locate your pay advice.

How do I get a PLU email account: You can request an account online. Visit the PLU website www.plu.edu and click on "Administration" and under *Services* choose "Help Desk." Next choose "Getting Started With Technology" and "Activating 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 in Hauge (Admin Building room 102-9). 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 three separate Payrolls; one for Student Employees, one for Hourly Staff Employees and one for Salaried 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 close your account for any reason, please notify the Payroll Office immediately by calling 253-535-7531 for Staff changes or 253-535-7341 for Student changes. To change your account or switch banks, always submit the form directly to the Payroll Office.

When will it take effect: If the form is received in the Payroll Office no later than eight "banking" days before payday, in most cases it will become effective the same payday.