



MAKE LIFE EASY! SIGN UP FOR DIRECT DEPOSIT!

WHY?

- Your paychecks will be electronically deposited directly into the bank account of your choice – any bank, in any location.
- You'll never have to worry about losing your paycheck.
- You'll still receive your funds even if you're away from campus on pay days.
- Note: If your employer needs to submit a "supplemental" timesheet for you, that "supplemental" check will arrive at the Career Center in paper (not electronic) form and you must pick it up in person. Your supervisor should notify you if it's necessary to submit a supplemental timesheet.

HOW?

- Complete the form on the reverse side of this page.
- Return the completed form to the Career Center or the Payroll Services Office in the Academic Center, Room T-101.
- Allow several weeks' processing time for direct deposit to take effect. Your bank has to process this request as well.