

NOTICE TO EMPLOYEE

Attach a voided check from your depository institution(s) for account verification.

After an employee signs up for direct deposit, a test transmittal must be conducted from the University's payroll banking institution to the banking institution(s) of the employee. A test transmittal is sent to ensure the accuracy of the transit routing number(s) and account number(s). This procedure will normally take one payroll cycle to complete. However, if the information does not clear on the initial test transmittal, it is checked for accuracy and then resubmitted. If this occurs, a second test cycle must be completed the following payroll period. Payroll will notify the employee if the test transmittal does not clear.

During the test period, the employee will receive a regular payroll check. After the test period is completed, direct deposit is activated and the employee will receive a non-negotiable payroll stub on payday.

NOTE: Before writing checks drawn on your account(s), please verify that the deposit was made by inquiring with your financial institution(s).