

Electronic Deposit of Paychecks

Note: [Student Employees (Paid Bi-Weekly) Click Here]

*Electronic direct deposit of employee paychecks is available. Electronic direct deposit allows employees to have their paycheck electronically deposited into their financial institution account (checking or savings) on payday. Employees wishing to participate in electronic direct deposit must complete an **Authorization for Payroll Electronic Direct Deposit** form. The completion of the form requires a voided check from the employee's bank account. If an employee closes an account after his or her payroll has run the deposit will be rejected. As a result, there will be a delay in receiving a payment. When an employee fills out a new electronic direct deposit form to change an account number or financial institution, it is strongly recommended that the old account **NOT** be closed until the employee is certain that the new form has gone into effect. If an employee is uncertain about the timing of turning in a new form, the employee may contact the Payroll Office for help. For individual payroll specialists telephone numbers, click:*

[Faculty/Staff Payroll](#)

Click here to view and print a copy of the form instructions: **[EDD Form Instructions](#)**

Click here to view and print a copy of the form: **[EDD Form](#)**

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EDD Refusal/Revocation and Deposit Advice Change Form

If you do not wish to participate in the EDD program, you must pick up your paycheck at Accounts Payable. Also, if you want to change the status of your Deposit Advice (earnings statement), you may do so. Click below to access the form to accomplish either of these two tasks:

[EDD Refusal/Revocation & Deposit Advice Change Form](#)