



DIRECT DEPOSIT OF PAYCHECKS IS EAS-E

Students, Graduate Assistants and Internal Payroll paid through the PeopleSoft payroll system can quickly and conveniently sign up for the direct deposit of their paychecks. The process is EAS-E

- **E**conomical
- **A**vailable
- **S**ecure
- **E**asy

ECONOMICAL

Direct deposit will help you save money by ensuring that the funds are fully available on payday. No need to waste time in bank lines attempting to deposit checks. Many financial institutions also provide free checking to customers who sign up for direct deposit

AVAILABLE

Funds are in your checking or saving account on payday morning. No waiting for checks to be distributed from the Payroll Office through your department, and then waiting in line at the bank. No waiting around on a payday to pick up your check when you have weekend plans that will take you away from the University.

SECURE

You never have to worry about losing your paycheck. Direct deposit is safer than a paycheck. Direct deposit electronic transfers are processed using a sophisticated encryption procedure. Bi-weekly payroll information and the ability to print this information is accessed through your secure Peoplesoft self service module using your unique user identification and password. No paper documents listing your social security number are produced and distributed.

EASY

The Direct Deposit process takes one pay period to confirm the data you entered. You will receive a pre-notification form and a check during this process. If your bank and account data are verified your next paycheck will be directly deposited.

Enrolling in direct deposit is easy. Follow the online instructions available through Peoplesoft. [Home>Self Service>Payroll and Compensation>Direct Deposit](#)