

Paycheck Deposits

LAST REVISED ON 12/2006

This policy applies to: All faculty and staff

I. Policy

All faculty and staff are encouraged to have the University deposit their pay into a checking and/or savings account with a bank(s), financial institution and/or a credit union of their choice.

II. Guidelines

An account must be established at banks or credit unions before enrolling in the plan.

III. Procedures

A. Payroll Direct Deposit: A participant may choose to have direct deposit for checking and/or savings at separate banks or credit unions.

B. Enrollment: Enrollment or change in account information can be done on-line in HRMS (*Click on Employee Home<Payroll and Compensation Home< Direct Deposit*) or by completing a form available at the Payroll office. The change may take up to two full pay periods.

C. Cancellation: Cancellation of direct deposit can also be completed on-line in HRMS (*Click on Employee Home<Payroll and Compensation Home< Direct Deposit*) or via form. Please ensure that the direct deposit has stopped before canceling your account at the bank or credit union.

D. Notification: Participants will be able to view all pay and deduction information on-line each pay period. A complete history of pay and deductions will also be available on line.

ABOUT THIS POLICY

Policy Number

377

Issuing Authority

Human Resources

Responsible Officer

Kathy Miner

Contact Information

kathy.miner@rochester.edu (mailto: kathy.miner@rochester.edu)

POLICY KEYWORDS

[Payroll \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=506\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=506)