

# Direct Deposit

**Date**

8/17

**Item**

E.4

The University uses a paper-less pay disbursement system. For employees without a bank account, or those who prefer to not use a regular bank account, a paycard is the other pay disbursement option. An enrollment form for the selected method of disbursement is available in the Human Resources Department. All employees are encouraged to use direct deposit. For direct deposit a voided check or bank document containing employee's name and Social Security number, bank account and routing numbers, and type of account, must accompany the completed enrollment form.