Direct Deposit

From the University Payroll Office

General

Direct payroll deposit is required for all faculty and staff members, temporary employees, and students receiving pay through Payroll Services. This service enables the University to automatically deposit a participating employee's net pay to either a checking or a savings account (not both). Such deposits are available in the participant's checking or savings account as of the opening of bank business (9:00 a.m.) on each established University payday.

Direct Payroll Deposit Statements

In lieu of a paycheck, on payday each participating employee receives a direct payroll deposit statement, which indicates the employee's gross pay, tax withholdings, statutory and voluntary deductions, net pay, and other information. This statement shows the same information that a check stub provides.

Direct Deposit Statements may be viewed electronically via: https://itsapps.unc.edu/paystub/login.do

Please visit the Library Personnel Office to complete Direct Deposit Forms at any time.

Authorization

In order to initiate direct deposit, an employee will need to submit an Authorization of Direct Deposit Form. The employee will need to provide a voided check (for checking accounts) or an official bank memo (for a checking or savings account). This form may require up to six weeks for processing. This timing allows for the pre-notification procedures required by the participating banking institutions.

Changes in Direct Deposit

Request changes (such as a change in bank account) by submitting a new Direct Deposit Authorization Form containing the new information. This form may require up to thirty (30) days for processing.

Cancellation

Direct deposit may be cancelled by submitting a Cancellation of Direct Payroll Deposit Authorization form. This form may require up to thirty (30) days for processing.

Termination of Employment

Termination of employment will automatically end direct deposit. The payroll system will generate a check for their final pay period. Student Assistants who work multiple departments may experience their direct deposit being cancelled if one department terminates the employee.

Reinstate Direct Deposit

Direct deposit may be reinstated if the employee has changed status or returns to the University. Contact the Library Personnel Office to have Direct Deposit reinstated.