



## 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 Connect Carolina Self-Service

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. Students 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.