

Mandatory Direct Deposit – Student Employees

Please share with all supervisors and student workers in your department or area. Student employees who already receive their paycheck through direct deposit can disregard this notice.

Through the PACE (President's Advisory Committee on Efficiency & Effectiveness) initiative, UNC General Administration has instructed all UNC campuses to develop and implement mandatory direct deposit programs to improve cost effectiveness, security and efficiency in delivering payroll to all employees. Starting August 1, 2008 all ECU student employees (this includes Federal Work Study, Self-Help, Graduate and Undergraduate Assistants) will be paid through Direct Deposit Authorization.

Students may choose any financial institution they want as long as they have a valid checking and/or savings account set-up to receive their direct deposit authorization. Students' who do not have direct deposit authorizations established, will have to pick up their manual paychecks at the dates, times, and locations listed below. This service will only be provided through the October 31 pay period. Manual checks will no longer be sent to departments for disbursement. When picking up their paycheck, students will be reminded they must sign up for direct deposit. The following resources may assist student employees in establishing a checking and/or savings account for direct deposit purposes;

- **Local Banks** – View a list of banks located in the Greenville area at www.greenvillenonline.com/banking.html.
- **Local Credit Unions** – View a list of credit unions located in the Greenville area at www.greenvillenonline.com/Financial.html
- **Higher One** – All registered ECU students have an account (OneAccount) through Higher One which requires activation/authentication to set-up and use. There is no fee to open this account; however, some fees will apply depending on how the account is used. For more information on account authentication, use, and fee schedule, please visit <https://ecucard.higheroneaccount.com/>.

IMPORTANT - Once your bank account has been established with the financial institution of your choice, you must download and complete the Authorization for Direct Deposit form via the ECU Payroll Office at www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm. Attach a voided check or letter from your financial institution (which states the bank routing number and your account number) to the Authorization for Direct Deposit form and send it to the ECU Payroll Office by August 1, 2008. Direct Deposit can not be processed if this form is not submitted to the ECU Payroll Office.

Manual Check Pick-up Schedule (through Oct 31st pay period only)

The Willis Building is located downtown on the corner of Reade & 1st St., across from the Town Common. The Payroll Department is located downtown on the corner of 3rd St. & Cotanche.

August 15th Check Release Schedule:

August 15th 8:00am – 1:00pm @ Willis Bldg

August 18th 8:00am – 10:00am @ Willis Bldg

August 19th 8:00am – 5:00pm @ Payroll Department

August 22nd checks will be mailed to address on the check if not picked up

August 29th Check Release Schedule:

August 29th 8:00am – 1:00pm @ Willis Bldg
September 2nd 8:00am – 10:00am @ Willis Bldg
September 3rd 8:00am – 5:00pm @ Payroll Department
September 8th checks will be mailed to address on the check if not picked up

September 15th Check Release Schedule:

September 15th 8:00am – 1:00pm @ Willis Bldg
September 16th 8:00am – 10:00am @ Willis Bldg
September 17th 8:00am – 5:00pm @ Payroll Department
September 22nd checks will be mailed to address on the check if not picked up

September 30th Check Release Schedule:

September 30th 8:00am – 1:00pm @ Willis Bldg
October 1st 8:00am – 10:00am @ Willis Bldg
October 2nd 8:00am – 5:00pm @ Payroll Department
October 7th checks will be mailed to the address on the check if not picked up

October 15th Check Release Schedule:

October 15th 8:00am – 1:00pm @ Willis Bldg
October 16th 8:00am – 10:00am @ Willis Bldg
October 17th 8:00am – 5:00pm @ Payroll Department
October 22nd checks will be mailed to the address on the check if not picked up

October 31st Check Release Schedule:

October 31st 8:00am – 1:00pm @ Willis Bldg
November 3rd 8:00am – 10:00am @ Willis Bldg
November 4th 8:00am – 5:00pm @ Payroll Department
November 7th checks will be mailed to the address on the check if not picked up