

PAYROLL DIRECT DEPOSIT - IS IT FOR YOU?

THE SAN FRANCISCO CAMPUS HAS OVER 90% DIRECT DEPOSIT PARTICIPANTS

PLEASE SIGN UP TODAY!

1. Do you still go to the bank every payday with your paycheck?
2. Do you end up waiting in long lines?
3. Has your money been unavailable because you were either out sick, on vacation, or just too busy to get to the bank?

If you said "yes" to any of the above, please consider **DIRECT DEPOSIT** as an option for your pay.

- **QUICK AND EFFICIENT**
- **SAFE AND RELIABLE**
- **YOUR MONEY IS AVAILABLE PAYDAY MORNING**
- **EARNINGS STATEMENTS ARE AVAILABLE ON-LINE**

With Direct Deposit your money is quickly and accurately transferred electronically to your bank, and your payroll information is kept strictly confidential. On payday you will receive a detailed statement itemizing your pay and deductions if you elected to receive a paper statement or you may sign into your accounts at the At Your Service website <http://atyourservice.ucop.edu> which allows direct deposit participants to see their earnings statements and history online.

To sign up for Direct Deposit, log onto the Controller's Office – Payroll website at <http://acctg.ucsf.edu/payroll/index.htm> – Forms and follow the prompts to complete the payroll earnings distribution authorization form located on the Payroll website at https: and give it to your department personnel administrator along with a voided check and he or she will enter your bank and account information into OLPPS. Your Direct Deposit will begin approximately 30 days after the information is entered online.

Some frequently asked questions about Direct Deposit are displayed below. If you have any other questions about Direct Deposit, please contact Campus Payroll Services at (415) 476-3836 or email payroll@ucsf.edu.

Questions and Answers about Direct Deposit



Why do I need Direct Deposit?

Direct Deposit is convenient and eliminates many paycheck problems on payday. Money is quickly and accurately transferred electronically to your bank, and your payroll information is kept strictly confidential.

How does Direct Deposit work?



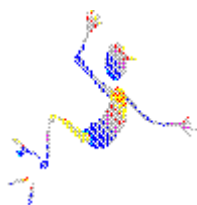
Before payday UCB provides your account and deposit information to our bank, which then transmits the deposit to the bank where you have your account. On payday morning your money is available for use, eliminating the need to travel to the bank and wait in line to deposit a paper check.

Is Direct Deposit safe?

Direct Deposit greatly minimizes the chances of problems since there are no checks to be misplaced, lost, or stolen, and there is no delay --- even if employees are out of town.



Does my bank participate in this system?



Direct Deposit is available across the United States with most financial institutions. Your department personnel administrator can tell you whether your financial institution is a Direct Deposit participant and if not, they will request to set the bank up. Many banks offer special benefits like reduced service fees for accounts that receive Direct Deposits.

How are my payroll deductions handled?



Only your net pay is sent to your financial institution to be deposited. Your gross pay and all your deductions appear on your earnings statement, which is sent in a confidential mailer to your department if you chose this option or accessible through At Your Service.

How do I sign up for Direct Deposit?

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