

Need an application for Direct Deposit? Contact Payroll Administration at (818) 677-2101, stop by Human Resources in University Hall 165, or go online to: <http://www.documents.dgs.ca.gov/osp/pdf/std699.pdf>.

**2013 – 2014 DIRECT DEPOSIT SCHEDULE
 For Staff and Faculty Participants’ Regular Monthly Pay**

Payroll Period:	Direct Deposit Posting Day:
July 2013	7/31/2013
August 2013	8/30/2013
September 2013	10/1/2013
October 2013	10/31/2013
November 2013	12/02/2013
December 2013	01/02/2014
January 2014	01/31/2014
February 2014	03/03/2014
March 2014	04/01/2014
April 2014	05/01/2014
May 2014	06/02/2014
June 2014	07/01/2014

WHO?

All CSU staff, faculty and student workers are eligible to participate in Direct Deposit.

WHAT?

Direct Deposit allows the State to deposits funds directly into any savings or checking account with your name on it.

WHY?

- It is the quickest, most reliable and safest method of payment.
- No worries about getting to the bank or misplaced checks.
- You may be eligible for reduced fee or free checking with your bank.
- Your check is automatically deposited, even when you are sick or on vacation.

HOW?

Complete the attached [Direct Deposit Contract](#) and [Direct Deposit Enrollment Authorization](#). Attach a voided check (*not* a deposit slip) if depositing directly into a checking account.

The bank routing number and account number are necessary to identify the correct institution. We recommend verifying these numbers with your financial institution to avoid a delay.

WHEN?

You may sign up at any time.

Direct deposit takes effect 30-45 days – one or two pay periods – after your paperwork is received by the State Controller's Office (SCO), which issues our pay warrants (pay checks). **Until direct deposit takes effect**, you will receive a pay warrant (check).

Participants in direct deposit will still receive a monthly pay stub, referred to as a "Direct Deposit Advice," from the SCO.

WHERE?

Deliver or send your Direct Deposit Contract and Direct Deposit Enrollment Authorization to Human Resources, UN 165, mail drop 8229.

WHAT IF?

- If you change your mind and want to stop receiving direct deposit, pick up a new Direct Deposit Enrollment Authorization form from Human Resources. Complete it, checking the "**cancel**" box in section A. Send/deliver to Human Resources, UN 165, mail drop 8229.
- If you want to transfer your Direct Deposit to a different financial institution, complete a new Enrollment Form and check the "**change**" box. This change will become effective in **30-45 days**. In order to prevent your check from being returned to the SCO and delaying payment, **keep your old account open** until the Direct Deposit change takes effect. **Note:** Until the change takes effect, you will receive a regular pay warrant (check) that **you will need to deposit manually**.
- If you need to close your bank account due to suspect or fraudulent activity, contact Payroll Administration at x 2101 to request an Administrative Cancellation. No form is required.
- If your funds are not deposited and available by the date designated on the Payday Calendar, contact your department administrator. [Refer to the 2013 - 2014 Payday Calendar](#).
- If your Direct Deposit is cancelled by Payroll, they will notify you. This would happen only if a) your Direct Deposit check is returned; b) it is necessary to recover/prevent an overpayment; c) your attendance pattern could result in overpayment or d) under certain bankruptcy circumstances.

QUESTIONS? Contact Payroll Administration at x 2101.