DATE: October 25, 2004

TO: Deans, Directors, and Department Chairs

FROM: Jeffrey J. West, Associate VP
Financial and Accounting Services

SUBJECT: Payroll Direct Deposit

In a memo dated December 20, 2001, we announced that “effective January 1, 2002, all newly hired faculty and staff who are benefits eligible will be required to use the Payroll Direct Deposit program to receive their pay.” Almost three years later, there are still many “newly hired” employees of the University who still have not met this requirement. We are now working closely with your payroll reporters, and others, to correct this situation. In addition, we now will be extending this requirement to all employees, including those who are not benefits eligible – primarily students, part-time staff, etc. This new requirement will be effective November 1, 2004. Employees who attend the new hire orientation provided by Human Resources will continue to be given a Payroll Direct Deposit packet along with other sign-up forms (life insurance, health insurance, retirement, etc.). For those who do not attend, an electronic version of the Direct Deposit Authorization form is available for downloading at http://www.payroll.utah.edu/directdeposit.html. Simply fill out the form, print it off, and sign it. Then send the completed form to the Payroll Office for processing.

There are many advantages - financial and otherwise - to both the institution and the employee, to have paychecks deposited directly into a checking or savings account of the employee’s choice. In addition, by taking these actions the University demonstrates its desire to reduce its reliance on paper and paper products. Requiring all new employees to participate is the first step in our long-term efforts to discontinue the printing of paper paychecks. We seek your participation and support in encouraging your employees to sign up for this program. There are still a few thousand employees – hired before January 1, 2002 – who receive paper paychecks. During the next few months, we’ll be working with your payroll reporters, and others, to ask for voluntary compliance from this group in getting them set up with direct deposit. After this campaign is complete, we will continue to work with those employees who may have special circumstances that prevent their participation in this program. At some point in the not-too-distant future, we expect that all employees will be participating in direct deposit.

If you have any questions or concerns, please feel free to give me a call.