



## Policy 4.90

### Direct Deposit / Pay Advice

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Data Services

**Effective Date:** April 02, 2007

**Last Revision:** June 19, 2007

#### Policy Sections:

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#### Policy Details

##### **DIRECT DEPOSIT**

Faculty, staff and students must have paychecks direct-deposited into an account at a financial institution. Direct deposit forms are available through Human Resources, Data Services, and Payroll. The alternative option for employees without a direct deposit account is Cash Pay. The Cash Pay application form and the ATM (automated teller machine) cards are located in Payroll. Several area banks may waive monthly fees for Emory employees or offer other group banking incentives. Employees should check with financial institutions to see what is available.

##### **PAY ADVICE**

Effective August 1, 2004, all new hire faculty, staff and students will access their direct deposit pay advice via the PeopleSoft Self-Service web site. Employees requiring a paper stub will need to reactivate the paper stub on the Self-Service web site. Effective November 1, 2004, all faculty, staff and students will access their direct deposit pay advice via the PeopleSoft Self Service web site. Employee's requiring a paper stub will need to reactivate the paper stub on the Self-Service web site.

#### Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.90>

#### Revision History

**No previous versions of this policy were found.**

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