STUDENT PAYROLL
DIRECT DEPOSIT AUTHORIZATION FORM

Select one of the following: **New** _____   **Change** _____   **Cancel** _____

Student Name: _____   Student ID: _____

Bank Name: _____   Type: Checking ☐   Savings ☐

Routing Number: _____   Account Number: _____

1. Attach a **voided check** or **letter** from your financial institution listing your routing and account information.
2. Submit the form to the Payroll Office **no later than two weeks before your first scheduled pay date**.
3. The first paycheck will be a live check and a test file will be sent to your financial institution to verify your account. Due to COVID-19, all paychecks are mailed to the employee's mailing address. Paycheck pickup is not an option.
4. The second paycheck will be delivered via direct deposit. To view a copy of your pay stub, log on to your **Employee Dashboard** through *my.whittier.edu* and click on **All Pay Stubs**.

Please attach a voided check or direct deposit form from your bank if available

John Adams
1234 Main Street
New York, NY 12345-0000

VOID

Routing Number   Account Number

I hereby authorize Whittier College to deposit my payroll checks directly to the account above and correct any errors that may occur from these transactions. I understand that this process **will take up to two pay cycles to take effect**. I understand that Whittier College is not responsible for bank errors in crediting deposits to my listed account. I have read and understand the Direct Deposit Paystub Policy *(see backside)*.

_____   _____
Signature   Date

DIRECT DEPOSIT PAYSTUB POLICY

With the new release and enhancement of the Employee Dashboard, student employees are now able to view and download their digital direct deposit paystub(s), which are similar to the physical direct deposit paystubs produced by the Payroll Office. Thus, this new enhancement replaces the issuance and delivery of hard-copy/physical direct deposit paystubs. As of September 2019, student employees can view and/or download past and current direct deposit paystubs through the Employee Dashboard. The Payroll Office will send email notifications to student employees to inform them about paystub availability through their Employee Dashboard. All student employees should have login credentials (username and password) to access their Employee Dashboard through *my.whittier.edu*. **Student Employees who require a username and/or password reset must contact the IT Helpdesk (extension 4287) for assistance**. *Note: Sick leave balances are not displayed on the direct deposit paystubs. Sick leave balances will be displayed on the front page of the Employee Dashboard on* my.whittier.edu.

This direct deposit authorization form is intended for wages **only**. It is not intended for students who apply their student employment checks towards their tuition or who receive Accounts Payable reimbursements.

Termination

Upon separation of employment *(including graduation or withdrawal from the College)*, a student employee's direct deposit account will become inactive. However, login credentials to *my.whittier.edu* will remain valid, allowing students to retain access to viewing and/or downloading their past digital direct deposit paystub(s). Alternatively, student employees may request copies of their previous direct deposit paystub(s) from the Payroll Office and expect a turnaround time of 3-5 business days for processing.

Shared Work Station

In order to maintain privacy, student employees who share the same desktop computer are encouraged **NOT** to save PDFs of their direct deposit paystub(s) on the desktop or in any non-secure files on the shared computer.

Downloading/Printing

If a student employee needs to download and/or print their direct deposit paystub(s) and does not have access to a printer in their work station, the employee is able to print their direct deposit paystub(s) in the Payroll Office. To ensure that payroll personnel is available to assist the employee, **appointments are required** before coming to the Payroll Office.

Should you have any questions, please contact Ivette Vargas at ialcaraz@whittier.edu or extension 4546 or Berenice Lamas at blamas@whittier.edu or extension 5182.