

Payroll FAQs: Direct Deposit

Do I need to have direct deposit?

Yes, all employees must be enrolled in direct deposit. Partial Direct Deposits are not acceptable, since no paper checks will be produced. Therefore, one of the accounts that you enroll in direct deposit must have “Full Net Pay” selected. If you are not enrolled with 100% direct deposit, *you will not be paid.*

I don't have a checking or a savings account, can I use my pre-paid bank card?

No. State Law declares that only a checking or a savings account can be used with direct deposit.

I don't have a check or a statement to attach to the form, does Payroll really need one?

Yes. In order for you to be paid correctly and into the correct account, we ask for a check/ statement/ letter that shows us that the numbers written on your form match the account. Please contact your bank and ask for a Direct Deposit Authorization, or a letter stating your account number and routing number, and attach it to your completed form.

What is “Full Net Pay”?

Net Pay is the amount of money being paid to you after taxes and other deductions are taken out. When you select “Full Net Pay” on your direct deposit form, you are authorizing the entirety of your paycheck be deposited into your account.

Since I will not be receiving a paper paycheck, how can I see my paystub?

All paystubs will be available for viewing and printing online. You may access your stubs by registering with Primepoint (EmployeeXperience). Directions for registering can be found by going to: <http://wtps.org/Page/22171>

How do I change the amount/ bank account of my current direct deposit?

Submit a new direct deposit form to Payroll. Your new form will replace your old form, so be certain to include all accounts you wish to have direct deposit.

What if I need to close/ have already closed my account?

DO NOT CLOSE YOUR ACCOUNT BEFORE CONTACTING PAYROLL.

Payroll processes *about* five to seven business days before each scheduled Payday. If you close your account after payroll has already been processed, your money will have nowhere to be deposited, and will not be paid to you until the following pay period. Therefore, it is *very important that you contact payroll before you close the account*, so that we can advise you on when the best time would be for you close and change your direct deposit account.