

BUSINESS AFFAIRS MEMORANDUM 2010-06

TO: All Departments

FROM: Greg M. Lovins, Interim Vice Chancellor for Business Affairs

DATE: July 8, 2010

REFERENCE: Direct Deposit Information Online Using Employee Self Service

Effective with the July 2010 payroll, all Appalachian State University employees currently on direct deposit and receiving paper stubs will now have the advantage of viewing their direct deposit information online using Employee Self Service.

There are many benefits to receiving your direct deposit stub online. An electronic view of pay information provides timely, simultaneous delivery of pay data to all employees. This method offers the ability to view and print current as well as prior direct deposit stubs. Employees can preview or access current earnings information, including taxes, deductions, year-to-date totals and distribution of net pay, three days prior to each payday. Your social security numbers and banking information are safe-guarded and not viewable. Employees will also gain secure online access 24 hours a day, 7 days a week. More importantly, your payroll information will only be available to you by logging into Employee Self Service using your unique email Login ID and password, which eliminates the chance for identity theft.

To view your direct deposit information online do the following:

- i) Login to Employee Self Service
- ii) Click Employee Tab
- iii) Pay Information
- iv) Pay Stubs
- v) Select Year
- vi) Click Display
- vii) Click Date Link for Desired Pay Stub

According to research by the National Automated Clearing House Association (NACHA), the average cost of printing a pay stub for one employee is \$1.90 per pay period. Therefore, the electronic pay stub solution will result in substantial cost savings to Appalachian of approximately \$100,000 per year. Additionally, use of paperless, online stubs is an important way we can join the University's sustainability efforts.

We also wish to remind University employees of the Direct Deposit requirement, which ensures timely deposits into your bank accounts on the morning of payday. Students should contact the Payroll Office to set up direct deposits, and all other employees should contact Human Resource Services to set up this service.

If you have questions or concerns regarding this new policy, please feel free to contact the Payroll Office at 6422.