

College of Charleston Payroll Direct Deposit

As an employee of the College of Charleston, you are provided the convenience and security of having your pay automatically deposited into your personal bank account. Automatic deposit of your pay means you can:

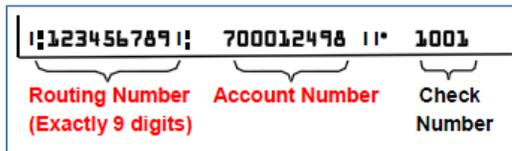
- Eliminate trips or mailings to the bank to cash or deposit paychecks.
- Be assured your pay will be deposited on payday even when you are sick, on vacation, or out of town.
- Eliminated the danger of lost, stolen or forged checks.

While most financial institutions post funds to accounts at the beginning of the bank business day, it is strongly recommended that you check with your financial institution to determine when your funds will be available.

You may choose up to three accounts (savings and/or checking) to have your pay directly deposited.

Providing Your Checking Account Information

Check Routing/Account Number Example:



- Remember not to include your check number, which appears to the right of your checking account number. Your check number will match the number printed in the upper right corner of your check.
- Do not use the routing number at the bottom of your 'deposit slip.' This number may not be correct.

Frequently Asked Questions about Payroll Direct Deposit

When will my direct deposit begin?

In most cases, the first pay period after the Office of Human Resources receives your direct deposit authorization form. However, please keep in mind that most payrolls are processed up to one week prior to the actual pay date.

When are the College of Charleston pay dates?

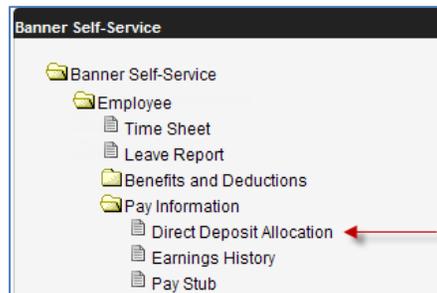
Employees of the College of Charleston are paid semi-monthly on the 15th and last day of the month. If the 15th or last day of the month is on a weekend or holiday, the pay date will be the first business day prior to the weekend or holiday.

Can I direct deposit my pay into more than one bank account?

Yes. If you choose to direct deposit your paycheck into two or more accounts, you must designate one account as your primary account and the others as second or and/or third accounts. The second and third account will require a fixed amount of net pay. Your pay will be split into multiple accounts with the fixed amounts deposited first and all remaining pay deposited into the primary account.

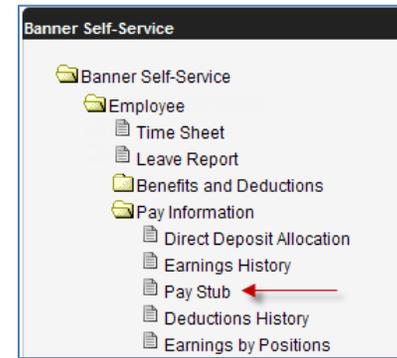
Can I review the direct deposit information that the Office of Human Resources has entered into the payroll system?

Yes, your current direct deposit set-up information can be viewed by clicking on 'Direct Deposit Allocation' in the Banner Self-Service channel on the Employee Tab of MyCharleston (<http://my.cofc.edu>).



Where can I find a copy of my pay stub?

Your pay stub can be found by clicking on 'Pay Stub' in the Banner Self-Service channel on the Employee Tab of MyCharleston (<http://my.cofc.edu>).



Your online pay stub will show you how much you have earned, a detail of your deductions, your financial institution's name, and the amount deposited into your financial institution.

How do I change my financial institution account information after I am enrolled in direct deposit?

If you change your financial institution or account, you must complete a new authorization form as soon as possible.

What will happen to my direct deposit if I cancel my account with my financial institution, but do not cancel my direct deposit with the College of Charleston prior to the payroll being processed?

Your direct deposit will automatically be sent as though the account(s) were open. All funds submitted to the closed account will not become available until such funds are returned to the College of Charleston by the financial institution. A paper check will then be issued. This may delay your payment up to five business days.