

UCA Direct Deposit Policy Effective March 1, 2010

For those employees not on Direct Deposit or using the Pay Card, beginning with the March 31, 2010, pay day Human Resources (HR) will no longer disburse pay checks to the hiring department. Instead, HR will mail the employee's check to the current mailing address (MA) that is listed in the employee's MyUCA account. This is a self-service account maintained by the employee. Please check your MyUCA account to ensure your correct address is listed.

In accordance with Arkansas Code 21-5-109, as a condition of employment, a person hired or appointed to a position in any agency in state government on or after August 12, 2005 shall be required to accept payment of salary or wages by electronic warrants transfer.

In order to provide UCA employees with the most efficient and reliable way to obtain their wages UCA has chosen to implement this state policy requiring direct deposit as a condition of employment for employees hired on or after March 1, 2010.

- All full-time employees hired on or after March 1, 2010, will be required to complete a direct deposit authorization during the orientation process.
- All part-time employees, graduate assistants and student employees hired on or after March 1, 2010, will be required to complete direct deposit authorization when their initial hiring packet is completed.
- Employees may direct the payroll deposit into as many as three (3) bank accounts by designating either flat dollar amounts or percentages, as long as they total 100% of the net payroll amount.
- If the employee does not have a bank account UCA offers a bank-issued payroll card. (See Human Resources for requirement details and forms)

The setting up of either the direct deposit or the bank-issued payroll card requires UCA to pre-note the information to the employee's bank. A check will be issued to you while your account is in the pre-note status and mailed to the current mailing address listed on your MyUCA account.

A copy of the direct deposit form may be printed from the Human Resources website, www.uca.edu/hr by selecting the Payroll link, then the direct deposit form from the list.

UNIVERSITY OF CENTRAL ARKANSAS

Payroll Direct Deposit Authorization Form

Please check status:

Full-time Faculty
Part-time Faculty

Full-time Staff
Part-time Staff
Student/ GA

Employee Name _____

SSN or Employee ID _____

Work Phone _____

Home Phone _____

Department _____

<input type="checkbox"/> New enrollment <small>**Requires pre-note to bank</small>	<input type="checkbox"/> Change in Current Bank and/or Account	<input type="checkbox"/> Cancel Direct Deposit Participation <small>Requires move to Pay Card</small>
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I hereby authorize and request UCA to have my net salary directly deposited to the designated checking and/or savings account as indicated. I also authorize UCA to initiate any correction (debit) entries to my account, should such entries be necessary. The Financial Institution(s) named below is (are) also authorized to make the same entries to my account(s). This authority is to remain in full force and effective until UCA has received written notification from me of its cancellation. I may give such notice at any time, but I must allow UCA a reasonable time after receipt to act upon it.

I understand that UCA is not responsible for the accuracy of the bank information I have provided and inaccurate information will delay the implementation of my direct deposit.

Please read this section and completely fill out the required information. If you are making a change, you must complete all account(s) information in order of priority.

Banking Priority - Your net pay can be distributed to up to (3) three different accounts even if they are with different banks. Your pay will be distributed to each account according to the **order** you have listed them below.

Example: Priority 1 = \$10.00 to one savings account, priority 2 = \$100.00 to a checking account, priority 3 would be the balance of your check to either a checking or savings account.

Dollar and Percent Allocation - Write in the amount or percentage you would like to go into each account per pay period, only one dollar amount or percentage can be indicated for each account. For the last priority that you use, write in the words "NET check" in the Dollar Amount column.

You must attach a voided check for each account listed to validate the account information.

Banking Priority	Bank Name	Bank Routing Number	Account Number	C=Checking S=Savings	Dollar Amount	Percent Amount
1						
2						
3						

**** The total amount of your direct deposit must equal 100% of you net salary. ****

Employee Signature

Date

Changes made to account information must be received by the Payroll Office 10 working days prior to your regularly scheduled payday to be effective.

**** Set up of new accounts or changes to existing accounts will require the University to Pre-Note the information to the employee's bank. A check will be issued to the employee while their account is in pre-note status.**