

UCA Direct Deposit Policy

Effective 3/1/10, Revised 10/19/11, 4/18/12

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.
 - **Notice: Only personal checking and/or savings accounts will be accepted. Requests to deposit to Business accounts will not be processed.**
- A copy of the direct deposit form may be printed from the Human Resources website, www.uca.edu/hr by selecting the Internal Forms link, then look under Payroll – General Payroll Forms for the direct deposit form.
- If the employee does not have a bank account UCA offers a bank-issued payroll card. The Payroll Card packet may be printed from the the Human Resources website, www.uca.edu/hr by selecting the Internal Forms link, then look under Payroll – General Payroll Forms for the Payroll Card packet. (See footnote below)

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.

- ❖ Note: Employees that sign up for the bank-issued payroll card must complete pages 1-3 and submit them, along with a copy of an acceptable photo ID (see list on enrollment form), to Human Resources. The remaining packet contains information provided by the bank that you are required to read and retain.

UCA DIRECT DEPOSIT AUTHORIZATION FORM

HR revised 11/30/2018

Payroll / Account Payable / Travel

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

Please check status: Full-time Faculty Part-time Faculty Full-time Staff Part-time Staff Grad Assistant Student

Employee Name _____ SSN or Employee ID _____ Department _____

Work Phone _____ **Address for paper check to be mailed: _____

Home / Cell Phone _____

<input type="checkbox"/> New Enrollment **Requires pre-note to bank / PAPER CHECK	<input type="checkbox"/> New Bank **Requires pre-note to bank / PAPER CHECK	<input type="checkbox"/> Same Bank / New account	<input type="checkbox"/> Change in distribution
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I hereby authorize and request UCA to have my net payroll and AP/Travel reimbursement 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 I understand that inaccurate information or failure to provide accurate information/documentation will delay the implementation of my direct deposit.

NOTICE: Only personal checking and/or savings accounts will be accepted. Requests to deposit into Business accounts will not be processed.

Pre-note—New enrollments and changing to a new bank, requires a pre-note to the employee’s bank. A **PAPER CHECK** will be issued to the employee while their account is in pre-note status.

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 payroll can be distributed to up to THREE (3) 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. *(AP/Travel reimbursement can only be deposited into **one** account.)*

Ex: Priority 1 = \$50.00 into a savings account; Priority 2 = \$100.00 into a checking account; and Priority 3 = remainder of check to another checking or savings account
 Priority 1 = 20% to a savings account; Priority 2 = remainder (80%) of check to another checking or savings account

Checking or Savings—Every account is coded as either a checking or savings account with the bank. You must specify the **type** of each account listed.

Dollar Amount / Percentage—Specify dollar amount and/or percent you want deposited into each account.

Payroll / AP / Travel—Specify which accounts are for payroll and AP/Travel *(AP/Travel reimbursement can only be deposited into **one** account.)*

You must attach a **VOIDED CHECK** or a **BANK VALIDATED LETTER/ACH FORM** for each account listed to validate the account information.

Your direct deposit enrollment will not be set up without these documents.

Banking Priority	Bank Name	Bank Routing Number	Account Number	C S	Checking Savings	Write \$ amount per pay period	Write % amount per pay period	Payroll <small>Check all that apply</small>	AP/ Travel <small>Check One</small>
1									
2									
3									

The TOTAL amount of your payroll direct deposit must equal 100% of your net pay

Employee Signature _____ Date _____

New enrollments and changing to a new bank will require the University to PRE-NOTE the information to the employee’s bank. A **PAPER CHECK will be issued to the employee via postal mail to the address above while their account is in pre-note status.