Date: Monday, April 23, 2012
To: All Student Employees and Student Managers
From: Julie Laubenstein, Payroll Manager
Cc: Dennis Butler; Annette D’Amato
Subject: Student Direct Deposit Initiative

With the successful implementation of paperless payroll on the Monthly and Biweekly payrolls, we will be continuing our paperless initiative by encouraging all students to enroll in direct deposit. The university will discontinue distributing printed paychecks to the departments for Marquette Student employees effective July 1, 2012.

Currently, approximately 350 of our 2700+ students still receive paper payroll checks. Direct Deposit will reduce the volume of reissued paycheck which result from misdirected paper payroll checks on campus. Students will be able to view their pay statements through MyJob.

Students who do not enroll will be able to pick up their payroll checks from the Comptroller’s Office, Straz Jr Tower Room 175 on each Student Check Date. Checks will not be delivered to the departments.

Students began using CheckMarq to enter direct deposit Fall 2011 to combine their payroll and tuition refunds. The Bursars Office, Student Employment and the Payroll Department are all available to assist students with enrollment. The instructions for enrolling through CheckMarq are available on the Comptroller’s Website under Student Direct Deposit Instructions at:

http://www.marquette.edu/comptroller/payroll.shtml

Regards,

Julie Laubenstein
Payroll Manager
Comptroller’s Office