



## Marquette University Policies and Procedures

# 1-30 Direct Deposit Policy

Policy Section: Accounting, Finance, Gifts, Purchasing

Effective date: 01/13/2016

Replaces policy: UPP 1-30, 1/2010

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### Contents

Why Do We Have This Policy? .....1

What Is The Policy?.....1

How Do I Implement This Policy.....1

Additional Resources and Forms: .....2

### Why Do We Have This Policy?

All Marquette University employees (full-time, part-time, students, etc.) have payroll payments disbursed through direct deposit to the financial institution of the employee's choice. Direct deposit of payroll payments into financial institutions means no lost or stolen paper checks, no waiting in line to pick up a payroll check, no trip to the bank, and no special arrangements if an employee is sick or on vacation. Direct deposit is available in any financial institution throughout the United States and Puerto Rico.

### What Is The Policy?

All employees, regardless of date of hire, are paid via direct deposit. Upon employment, employees must submit a completed direct deposit form. A direct deposit waiver form is available for those employees who decline the direct deposit program.

Payroll deposit advices (also known as a “check stub”) are available from [My Job](#), the MU Employee Self Service site.

### How Do I Implement This Policy

All Marquette University employees (full-time, part-time, students, etc.) have payroll payments disbursed through direct deposit to the financial institution of the employee's choice. This convenience provides the employee with funds available in his/her bank account on the morning of payday. Payroll deposit advices are available via [My Job](#).

The Direct Deposit Form or online enrollment must be completed to initiate or modify an automatic deposit. It is the employee's responsibility to notify the Payroll Office if the individual's bank account changes.

To decline direct deposit, the employee must complete the direct deposit waiver form and forward it to the Payroll Office.

Direct deposit will continue until the employee terminates employment with Marquette.

**The Payroll Office must be notified immediately by the employee when an account has been closed.**

### **Additional Resources and Forms:**

Direct Deposit Form:

[http://www.marquette.edu/comptroller/documents/DIRDEPAUTH\\_EZ1111.pdf](http://www.marquette.edu/comptroller/documents/DIRDEPAUTH_EZ1111.pdf)

My Job:

<http://MyJob.mu.edu/>

Paycheck Routing Change Request:

<http://www.marquette.edu/comptroller/documents/Paycheck%20Routing%20Change%20Request.doc>