Mandatory Direct Deposit of Pay – Important Notice

Due to a new State law that becomes effective July 1, 2014, the University will be requiring all faculty, staff, adjuncts, temporary employees and students who receive pay through Payroll Services to receive their paychecks by direct deposit. **Paper paychecks will no longer be issued after July 1, 2014.**

**If you do not currently receive your pay by direct deposit, you must:**

- Complete a direct deposit form and submit it to HR/Payroll Services **no later than May 1, 2014.** The direct deposit form is available online at Payroll Direct Deposit Form. The direct deposit form must be completed to avoid a delay in payments issued on or after July 1, 2014.

**Advantages of Direct Deposit of Pay**

Direct deposit provides assurance that your pay will be in your bank account as of the bank opening on payday even if severe weather such as a snowstorm or other circumstances prevent you from picking up your pay check. Individuals on direct deposit do not have to make a bank deposit on payday and possibly wait in line. Direct deposit is secure, convenient, and fast; and with direct deposit there are no lost checks.

Direct deposit also improves internal controls by eliminating the handling of negotiable checks and increasing efficiency by not having to perform the check-signing process. University bank account reconciliations are simplified because there are no outstanding payroll checks that have not cleared the bank.

**How To Enroll In Direct Deposit**

Submit a completed Direct Payroll Deposit Authorization form to the Human Resources Office of Payroll Services. The forms may be accessed from the Human Resources website at: Payroll Direct Deposit Form

After completing the appropriate form, you should submit it **with a pre-printed bank or credit union voided check**, which is needed to verify that the correct bank account number will be used.

**Banking Services**

Direct deposit of pay is made into the bank or credit union account that you select. Bank of America can provide a package of banking services for all University employees. The North Jersey Federal Credit Union also provides a fee-free account for Montclair State University employees.
Checking account services are offered by Bank of America for your direct deposit of pay. Information on the Bank of America program can be found by:

- accessing the banks web site at https://www.bankofamerica.com/
- visiting their local banking center, or
- calling 973-509-0100 and choosing option 4.

A Share Savings Account is a minimum of $50 to have the savings account offered by the North Jersey Federal Union for your direct deposit of pay. For a checking account, a monthly average balance of $100 is needed. Information on the credit union can be found by:

- accessing the credit union’s web site at https://njfcu.org/
- visiting a local branch office, 711 Union Blvd., Totowa, NJ
- calling the local branch office at 973-785-9200.

**How to Access to Pay Information**

Individuals enrolled in direct deposit can view details of earnings and deductions by accessing their pay stubs via the Web. The Web access provides a secured way to view or print your pay stubs not only for the current pay period but for each payroll period from prior years since activating Employee Self Service (ESS). Individuals can access pay information to view pay stubs from the Montclair State homepage use the quick links drop down menu then scroll down to ESS/Timesheets. Once you have signed into the system, put your cursor on the white writing in the blue bar which will display the options available for that section. The PAYROLL section will display several options, including viewing your pay stub.

**Contact Information**

*Payroll Services Contact*

You must make your determination of a bank/financial institution to which we will direct pay issued through our Payroll Office. Direct deposit forms must be completed and submitted to the Payroll Office no later than May 1, 2014. If you have any questions about the direct deposit of pay program, please contact Cindy Tarallo in Payroll Services at Taralloc@mail.montclair.edu or 973-655-4244.