

**Murray State University  
Accounting and Financial Services  
Direct Deposit Procedures**

**I. GENERAL**

Effective August 2006, the University implemented mandatory direct deposit. Direct deposit is mandatory for all employees including full-time faculty and staff, part-time/temporary faculty and staff, adjuncts, and students.

The University will direct deposit, employee payroll checks and other payment advices electronically into the checking or savings account of choice with banks, credit unions, or savings and loans institutions. Other payments include, but are not limited to student refunds, employee travel reimbursements and group travel advances.

**A. TYPES OF PAYMENTS**

All bi-weekly and monthly payrolls will be direct deposited. All other types of payments to employees will be direct deposited, such as travel reimbursements, group travel advances and petty cash reimbursements.

**II. DIRECT DEPOSIT ENROLLMENT**

Enrollment in direct deposit requires a completed Direct Deposit Authorization Form, available on Forms Central on the myGate website. In person, deliver this original completed form, with two forms of ID (one picture ID and either a social security card, passport, military ID, birth certificate, or major credit card) to the Accounting and Finance Department (Accounting) in Sparks Hall. Enrollment authorizes the University to directly deposit employee pay into the designated bank account(s). The University also may debit the account for any errors or omissions encountered on any pay event.

Employees who work off campus or after normal business hours (8:00 am – 4:30 pm) can enroll by completing the Direct Deposit Authorization Form and present two forms of ID to their immediate supervisor who will also sign the Authorization Form to verify the employee's identity. The Authorization Form can then be faxed to Accounting at 270-809-3014 or the original Authorization Form can be mailed to:

Murray State University  
200 Sparks Hall  
Accounting and Financial Services  
Murray, KY 42071

Employees wishing to change banking information should also follow the above procedures.

Employees not enrolled in direct deposit will receive all payments via U.S. Postal Services to the employee's home address. For payroll checks, these will be delivered to the U.S. Postal Services on pay day.

**III. TIMING OF DIRECT DEPOSITS**

For new enrollees and employees changing bank accounts, direct deposit should begin within two pay periods after Accounting receives an employee's Authorization Form. On the first payday after the form is received, a pre-notification will be sent to the employee's bank to confirm the accuracy of the routing and account numbers provided by the employee. Employees may receive a paper check during the first pay period after bank information is submitted. After a pre-notification has been successfully completed, direct deposit will begin with the next payday.

Current employees that change bank accounts and fail to inform Accounting by payroll schedule deadlines could experience delays in payment.

In rare cases when an employee terminates employment or moves, direct deposit may be stopped by the employee or the University. A Payroll representative will contact the employee to discuss how their payroll disbursement will be handled.

**A. PAYMENT ADVICES**

Employees will receive payment stubs electronically to their University email address. These stubs will provide details of each payment and how much was deposited to their account(s). Employees should confirm this information in a timely manner and verify postings to their bank account.