

Direct Deposit Program Frequently Asked Questions

If you are interested in enrolling in the State's Payroll Direct Deposit program, the following information will provide you with answers to questions most frequently asked by employees considering Direct Deposit.

WHAT IS DIRECT DEPOSIT?

Direct Deposit is a program that allows for the automatic deposit of your net earnings into the financial institution of your choice.

WHAT ARE SOME OF THE REASONS FOR ENROLLING IN DIRECT DEPOSIT?

Avoidance of long lines at your financial institution on pay days. • Convenient and consistent deposit of earnings in spite of business absences, vacations or illnesses.

ELIGIBLE FOR DIRECT DEPOSIT?

Yes, all employees working in faculty, management, staff, and student assistant positions are eligible for Direct Deposit.

WHAT FINANCIAL INSTITUTIONS PARTICIPATE IN THE STATE'S DIRECT DEPOSIT PROGRAM?

Any financial institution that deposits through the Federal Reserve Bank System and is an active participant in the Direct Deposit Program may be used by an employee. Most financial institutions in the surrounding five county regions are participants. It is important for you to verify with the financial institution of your choice whether or not it is a participant.

HOW DO I SIGN-UP FOR DIRECT DEPOSIT?

Individuals wishing to enroll in the program must complete a Direct Deposit Enrollment Authorization form at: <http://www.documents.dgs.ca.gov/osp/pdf/std699.pdf>
Forms are also available at the Human Resources Office – University Police Department Building, 3rd Floor.

WHAT IS THE BANK ROUTING NUMBER AND ACCOUNT NUMBER REQUESTED IN THE ENROLLMENT AUTHORIZATION FORM?

These numbers are used to identify your financial institution and account. It is extremely important that this information be accurate; if it is not, the length of time to enroll in the program could be increased or funds could be routed to the wrong account. We recommend that you verify your bank routing and account numbers with your financial institution before the Enrollment Authorization form is submitted to Payroll. Instructions have also been included on page 2 of the form, to assist you in identifying these numbers.

WHAT HAPPENS AFTER I SUBMIT THE ENROLLMENT FORM?

The Payroll Office will review the form for completeness and then complete Section E of the form, and forward it to the State Controller's Office in Sacramento for processing. Once the State Controller's Office verifies that you have an active account at your designated financial institution, all paychecks you receive through the payroll system (e.g., regular pay, hourly pay, overtime, shift, adjustments, etc.) will be made by Direct Deposit.

AFTER THE STATE CONTROLLER’S OFFICE RECEIVES MY FORM, HOW LONG WILL IT TAKE FOR THE CHANGE TO OCCUR?

You can expect Direct Deposit of your paychecks to begin within 45 days after your form is received by the State Controller’s Office. This time is necessary to verify that an active account exists with your financial institution. Financial institutions are given 20 days to respond. Once this verification has been completed, your next paycheck will be issued through Direct Deposit.

HOW WILL I KNOW IF THE STATE HAS SENT MY PAYCHECK TO MY FINANCIAL INSTITUTION?

On master payroll distribution at the end of each pay period, you will receive a Direct Deposit Advice from authorized personnel in your department.

CAN I HAVE MY PAYCHECKS DEPOSITED TO EITHER MY CHECKING OR SAVINGS ACCOUNTS?

Yes. Either account is eligible. However, you must designate only one account to receive your funds. If you want a portion of your paycheck deposited into another account(s), you must make arrangements with your financial institution for a transfer of funds.

CAN I HAVE MY PAYCHECKS DEPOSITED DIRECTLY TO MY SPOUSE’S ACCOUNT? No.

The account to which your paycheck is deposited must carry your name. It can be held in joint status, as long as your name is on the account.

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