BRANDEIS UNIVERSITY
Financial Affairs and Treasurer Office
Policy and Procedural Manual

Policy Subject: Direct Deposit

POLICY STATEMENT

Effective August 1, 2009, Brandeis University requires the use of direct deposit for all payments made through Payroll. Employees must use the Brandeis University Self Service (BUSS) to enroll and/or update their bank accounts and view and print their paystub. The Payroll Office will discontinue the production and mailing of paychecks and paystubs effective August 1, 2009. Students will be required to receive their paycheck via direct deposit effective September 1, 2009.

APPLICABILITY

This policy applies to all university faculty, staff, both non-union and union (subject to collective bargaining), post doctoral associates and fellows, and all students that are paid by the University or receive graduate scholarships and fellowships via Payroll. Temporary workers are not included in the policy as they do not have access to the Brandeis University Self Service system.

PURPOSE OF THE POLICY

The University has a successful voluntary direct deposit program. Direct deposit is the quickest, most reliable, and safest method of payment. The benefits of direct deposit are:

- **Convenience – No special trip to the bank to deposit your check. Funds are available the morning of the check date. Employees are able to view and print paycheck data on-line two days in advance of the check date by using the BUSS.**
- **Reliability – Automatically deposited into one or several bank accounts at any U.S. financial institution. . Paper checks do not get lost or stolen.**
- **Flexibility – Changing bank accounts is easy via the University BUSS.**
- **Lower fees – Some banks offer free or reduced fees for services when direct deposit is used.**

Guidelines

All new hires (faculty, staff and students) are required to accept direct deposit as a condition of employment. All current employees (faculty, and staff) not enrolled in direct deposit are required to enroll by August 1, 2009. Students must enroll by September 1, 2009. Exceptions to this requirement may be authorized of the employee can justify one of the following:

- **Receiving payment by direct deposit would be more costly to the employee.**
- **The employee is unable to establish a qualifying account at a financial institution to receive the direct deposit.**

Requests for an exception to the policy must be made in writing by completing a Brandeis University Direct Deposit Waiver Request Form. Please send the form to the V.P. of Human Resources who will discuss the request with the V.P. of Finance. The employee will be notified of the decision within 5 business days.