To: Faculty and Staff

From: Jane P. Helm
Vice Chancellor for Business Affairs

Date: May 1, 2006

Subject: Policy on Direct Deposit of Pay Checks

On July 1, 1997, ASU implemented a policy requiring permanent employees to receive their pay via electronic direct deposit. This policy helps employees by providing immediate access to their funds and by reducing lost checks. It also helps employees by freeing up time in the payroll department to solve real pay issues rather than tracking and re-issuing lost checks.

Most employees are now using direct deposit. However, many ASU employees hired after implementation of this policy, like you, still receive their pay via paper check. These pay checks require a disproportionate amount of administrative processing and actually disadvantage those individuals complying with the policy.

N.C. General Statute 143-3.2 allows state agencies to deliver disbursements “by United States mail or its equivalent, including electronic funds transfer.” With the increasing state requirements for processing of paper checks (i.e., the Positive Pay Initiative) and with the recent state guidance re-iterating the importance of direct deposits, ASU needs to improve the management of this policy.

Therefore, all permanent employees of Appalachian State University will be required to have their pay checks deposited directly with a financial institution by July 31, 2006. Meeting this deadline requires that you submit your direct deposit information to Human Resource Services no later than June 1, 2006. Supervisors are encouraged to provide time and assistance to any employees needing help. The University point of contact to sign up for direct deposit is Ms Angie Miller, Human Resource Services, Founders Hall room 110 (ext. 6769).

Thank you for your cooperation in implementing this program that will improve service to all University employees.

After July 1, 1997