



Human Resources Department Direct Deposit Information

Enrollment:

If you would like to enroll in Direct Deposit, you must complete the Direct Deposit Authorization and Input Form and forward it to the Human Resources Department. Click the following link to access the Direct Deposit form: [Direct Deposit Form](#)

- Direct Deposit generally starts within three (3) to four (4) weeks of submitting the form.
- Prior to direct deposit starting employees may see one penny deposited into their account. This is done to ensure the account is set up correctly. When the one penny is deposited, the employee will still receive a physical paycheck and then direct deposit will begin with the next paycheck.
- Additional Account #2: Employees can establish a second direct deposit account within their original bank or between two different banks. However; before a second account can be established employees must first establish an Account #1.
- If you change your bank or your account number, you must notify the Human Resources Department immediately. It is recommended that employees keep their original account open until the current payroll in process has been deposited.

Information about receiving your paycheck prior to your direct deposit starting:

Student Employees:

- Student employee's paychecks are available for pick-up in the Office of Student Financial Services, which located on the first floor in Old Main.

All Other Employees:

- Paychecks may be picked up in the Payroll Office located on the second floor in University Hall, on Thursday of pay week **from 3:00 – 4:00 p.m.**
- Paychecks not picked up on Thursday will automatically be mailed the following day (Friday morning) to the address on file.

Direct Deposit Pay Advice Slip

- Once direct deposit starts, employees must view their direct deposit advice slip online - via Core-CT: <http://www.core-ct.state.ct.us/>