



Western Connecticut State University 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 a Primary Account (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 into their new account.

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 Financial Aid & Student Employment, which located on the first floor in Old Main.
- **All Other Employees:**
 - All checks prior to direct deposit going into effect will be mailed unless you contact the WCSU Payroll Office 203-837-8366 to make arrangements to pick up your check.
 - The WCSU Payroll Office is located on the 2nd floor of University Hall. Checks must be picked up between the hours of **3:00 p.m. – 4:00 p.m.** on the Thursday of the Paycheck week.
 - Paychecks not picked up on Thursday will automatically be mailed the following day (Friday morning) to the home address on file.

Direct Deposit Pay Advice Slip:

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