



## 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.

- 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:

#### Paychecks & Direct Deposit Pay Advice Slip:

- All checks will be mailed to your home address listed in CORE-CT until Direct Deposit is set up and completed.
- Once direct deposit starts, employees may view their direct deposit advice slip online via Core-CT website: <https://www.core-ct.state.ct.us/View Paycheck Information>