
PSR DIRECT DEPOSIT MEMORANDUM

TO: New Employee

FROM: Business Office & Personnel Office

RE: Direct Deposit of Paycheck

Our current payroll service allows for direct deposit of your payroll. Please fill out the attached form if you wish to have your check directly deposited into your checking, savings or both. If you do not wish to sign up for direct deposit now, you may sign up at a later date.

For most financial institutions, your funds will be available to you on payday. Some credit unions, smaller banks or mutual fund accounts may take an extra day to have your funds available. **If you must have your funds available on payday and you are not having your funds sent to a major bank or savings & loan, please check with your financial institution on when your funds will be available.**

It will take **up to two pay periods** for your direct deposit to take effect. For those pay periods you will receive a regular paycheck. Please complete the request form on the reverse and return to the Business Office or Personnel Office if you wish to have direct deposit for your paychecks.
