

## Method of Payroll Payments

Individuals covered	Faculty, staff, students, and temporary employees.
Policy	The standard method of paying faculty, staff, students and temporary employees through the University payroll is direct deposit or the "Paychek Plus pay card" program.
Enrollment	<p>Faculty, staff, students, and temporary employees can enroll in direct deposit via paper on or immediately after their first day of work at the University. Department managers or HR representatives will assist employees with their enrollment.</p> <p>Individuals new to the university may enroll in direct deposit using HRIS self-service on-line at <a href="http://nuhr.northwestern.edu">nuhr.northwestern.edu</a>, using the NetID and password activated on the hire date and available from their supervisors within three days of employment.</p> <p>Alternatively, the individual can use a paper application and authorization available in the Department of Human Resources offices on either campus and available for printing from <a href="http://www.northwestern.edu/hr/payroll/deposit.html">www.northwestern.edu/hr/payroll/deposit.html</a>.</p> <p>Individuals who do not enroll in direct deposit are enrolled in the "Paychek Plus pay card" program, sponsored by the University.</p> <p>The University employees hired prior to January 1, 2007 are encouraged to enroll in direct deposit but are not required to do so.</p>
Using Direct Deposit	<p>Individuals enrolling in direct deposit may choose any United States bank to receive the deposit of their paychecks. Direct deposit allows individuals to direct their pay to one account or to split their pay among multiple accounts at one or more banks.</p> <p>Direct deposit takes effect for the paycheck following enrollment, provided the enrollment is made at least one week before the next pay date. For enrollments within one week of a pay date, direct deposit is in effect for the next following paycheck.</p> <p>Funds transferred by direct deposit are available in the designated accounts on the morning of the pay date.</p>

## Method of Payroll Payments, continued

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Using Paycheck Plus pay card    The Paychek Plus pay card is a stored-value card used as an alternative to a paper check and an alternative to direct deposit. Funds are available to move from the account to the card on the morning of the pay date.

The Paychek Plus pay card provides access to money from ATMs and retail stores at the times those machines are available. The accounts cannot be overdrawn, thus avoiding overdraft fees. The pay card can be used to purchase money orders at any US Postal Service location and the accounts are FDIC insured up to \$100,000. The pay card has PASSCODE protection for account activity. Additional Information can be found at [www.paychekplus.com](http://www.paychekplus.com) and at [www.northwestern.edu/hr/payroll](http://www.northwestern.edu/hr/payroll).

In each pay period, users of the Paychek Plus pay card may make one free withdrawal, whether from an ATM (at participating Allpoint network ATMs), by Postal Service money order, by point-of-sale purchase at a store accepting debit cards, or by electronic transfer from the card to a bank account.

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