

# SCHOOLCRAFT COLLEGE DIRECT DEPOSIT

Name (Please Print Last Name, First Name, Middle)

College ID Number

☐ I would like to receive my Payroll and Accounts Payable Advice delivered by E-Mail.

Your Advice will be an encrypted Adobe PDF file attached to an E-Mail from **Direct Deposit**. You will need Adobe Acrobat reader 5.0 or higher to view and print your Advice. When you request to receive your Advice by e-mail we will send you a blank encrypted statement as a test with your password. Only after you respond back to us indicating that you successfully received the test statement and were able to view it will we start e-mailing your Advice.

Your e-mail address can be your College address or a personal e-mail address off campus. Some proprietary e-mail accounts may require you to download the attachment, it won't be an attachment you can double-click like we do in Microsoft Outlook.

Your password can be whatever you want it to be....from five to fifty characters. The security of your encrypted statement is only as good as your password, so the longer the better. You can use digits and the shifted characters on your digit keys. Your password is also case sensitive so Henry and henry are not the same. You can change your e-mail address or password as often as you want, as long as you don't make an unreasonable number of change requests.

Please use the following E-Mail address for my Advice \_\_\_\_

Please use the following Password for my Advice \_\_\_\_\_

☐ I would like to receive my Payroll Advice through Web Advisor

Many staff and students are using Web Advisor to enroll, record grades, or review stipend payments. Your same Web Advisor log-in and password are used to access Pay Advices, once you sign up.

If you are new to Web Advisor, your log-in consists of your User ID and Password. Your User ID includes the lower case initial of your first name followed by your seven digit Schoolcraft ID number. Your initial password is your six digit birth date. Please note that your birth date password is only valid the first time you log-in. You will be prompted to create a new password.

Once you are logged into Web Advisor select "Employees", then select "Pay Advices", then select the current pay date. Select submit and your advice will display. You may also print your advice.

1. Attach a voided check or deposit ticket below or complete step 2. Then sign below.

**Write VOID on an unused check or deposit ticket and attach here, or go to step 2.**

**Note:** The sample check to the right shows where your Routing Transit Number and Account Number may be found on your personal check or deposit ticket.

Jane A. Doe		No. 2898
1000 Main St.		
Anywhere, USA 10001		Date _____
Pay to the order of: F _____		
		DOLLARS
MEMO _____		
072000326	302032178	2898
Routing Transit Number (Enter on line 2B)	Account Number (Enter on line 2C)	

2. Complete only if you do not attach a voided check or deposit ticket above. If you are unsure of your correct Routing Transit Number or Account Number, contact your financial institution.

A. Financial Institution Name	B. Routing Transit No. Must be nine digits.	C. Account Number Can be up to 17 characters.	D. Amount or Net	E. Account Type Savings or Checking

Sign the bottom of the form and return it to the Payroll Department.

I authorize Schoolcraft College to deposit salary owed me by Schoolcraft College, by direct deposit (electronic funds transfer) into the designated financial institution and Account Number. I understand this authorization remains in effect until cancelled by: (a) me; (b) my death or legal incapacity; (c) the financial institution; (d) Schoolcraft College or (e) upon separation. I authorize Schoolcraft College to recover money electronically deposited in my account in error, either by adjusting the account or withholding any future payments. I understand I will be notified by Schoolcraft College if adjustments are being made. Michigan law governs electronic funds transactions in all respects except as otherwise superseded by federal law. I understand that I will be notified if any rule changes are made that affect me. I have kept a copy of this authorization.

Employee Signature	Date	Work Phone ( )
		Home Phone ( )