

DIRECT DEPOSIT REQUIREMENT

Please be aware that you will be REQUIRED by state statute to participate in the State's direct deposit system no later than June 30, 2007. After July 1, 2007, NO paper warrants (checks) will be printed for payroll purposes.

The direct deposit system used by the State of Oklahoma has many advantages. Your direct deposit can go to the financial institution of your choice. You may also specify that the deposit go to your savings account instead of your checking account. Perhaps best of all, the money is already in your account at the beginning of the business day which coincides with your pay day. You do not have to plan your schedule around picking up your check and taking it to the bank. If you're out of town that day or week, it won't matter. Your check will be deposited directly into your account. You will continue to receive your stub detail through campus mail, so you will have all the information which was previously enclosed with your check. You may also view your check stub via the School Services tab on UCONNECT.

If you do not have a checking or savings account, you can use any institution of your choice. For your convenience, we have partnered with Citizens Bank of Edmond, which has a branch in Nigh University Center. They have created a special FREE UCO Spirit account exclusively for the use of UCO staff, faculty and student employees. Even if you have had problems managing an account in the past, Citizens guarantees they will set up a free account for all UCO employees. For more information on this account and the services which they will provide UCO employees, click on this link <http://www.citizensedmond.com/Personal/uco.cfm>.

Enrolling is easy. Set up your account if necessary, and click on this link <http://administration.ucok.edu/jobs/pdf/AutomaticDepositTransmittal.pdf> to print out the Direct Deposit form. Complete the form, attach a voided check and return it to the UCO campus address at the bottom of the form. Deposit slips for checking accounts will not be accepted. If you prefer to deposit into your savings account, ask your financial institution to supply their routing number and your account number on their letterhead or attach a pre-printed SAVINGS deposit slip.

For further information concerning this topic, please call Payroll Services at extension 3353.