



Direct Deposit

Did You Sign Up For Direct Deposit Yet????

Enjoy the Advantages of Direct Deposit:

- ✓ Direct deposit transactions are fast, reliable, and safe.
- ✓ You can control where and how much money goes into your various bank accounts.
- ✓ Having your check deposited directly saves you the trouble of going to the bank and standing in line.
- ✓ Save money--you won't be tempted to make a withdrawal simply because you're already at the bank to make a deposit.
- ✓ You don't have to make special arrangements to get your paycheck if you're out sick or on vacation on payday.
- ✓ Since there's no paperwork, your paycheck can't get lost or stolen.
- ✓ You'll often receive the money faster this way, too, since you won't have to wait for the check to clear.
- ✓ Direct deposit often qualifies you for other benefits, such as free checking in your account, or a lower minimum balance. Ask your bank about it.

In an effort to align with automation and technology advances, pay advices (direct deposit receipts) are available online. You will be able to view and print your direct deposit receipt on WebAdvisor. This will include a complete history of your pay advices.

Instructions on Logging in and Viewing your Advice online:

- Sign on to www.washjeff.edu
- In the second drop down menu on the upper right hand side marked Quicklinks, drop down and click on WebAdvisor.
- In the center of the top of the screen click on Log In.
- On this screen enter the same User ID and Password that you use to sign on your computer.
- Click the red highlighted Employee Box.
- Under Employee Profile, click on Pay Advices.
- On this screen click on the Pay Date that you wish to view.

Please contact the Payroll Office if you have any questions or if you are interested in signing up.