

Enrollment Procedures

- Complete the *Direct Deposit Authorization Form*.
- Attach a voided check from your checkbook or a deposit ticket from your savings account depending upon whether you want your net pay to go to your checking or savings account. Forward the *Direct Deposit Authorization Form* and pre-printed voided check or deposit ticket to the Payroll Office.
- The completed *Direct Deposit Authorization Form* and attachments must be received in the Payroll Office (10) working days before payday in order to be processed in time for the next payday. To view the paydays, please view payroll schedules (located on payroll website).