

A new online Direct Deposit form was introduced late last year, and Payroll Services is no longer accepting paper direct deposit forms. Although not directly related to PA's, new employees gain access to the online direct deposit form on their begin dates, **but only if their PA's have been loaded into Banner**. The [ePA Form Active Processes list](#) (for originators only) is a great tool for tracking ePA's through the system, and we need your help!

Example: You submit a New Employee ePA for John Smith, and his begin date is February 2, 2015. You can use your ePA Form Active Processes list to ensure that John's ePA is loaded into Banner BEFORE February 2nd. On January 30th, you receive a completion email for John's ePA and your Active Processes list indicates that it is complete as well. But, since John's begin date is not until February 2nd, he will not have access to the direct deposit form until then. Not only are you ensuring that his ePA is processed timely, but also you are helping John process his direct deposit information on day one of employment.

Please help us communicate this to new employees or those within your department who are responsible for relaying information to new employees.

Helpful Hints:

- All new employees registering for direct deposit or current employees making changes to their accounts **must use the online form**.
- New employees must have an active job in Banner in order to setup direct deposit accounts.
 - New employees gain access to the online direct deposit form on their begin dates.
- Please urge all new employees and returning employees to verify that any existing direct deposit information on file is correct.
 - Although some Faculty/Staff employees are technically "new," they may have had information on file as a student employee.
 - Likewise, some student employees go on and off payroll frequently, and it is good practice that they verify their information each time.
- Employees who do not provide the University with bank account information or who do not provide it in a timely manner will receive their pay on Compass Bank PaySource payroll debit cards.
- Employees must have their myBama credentials, last 4 digits of their Social Security Numbers and dates of birth to complete the form.
 - **International student employees without Social Security Numbers are assigned numbers within Banner. Departments should contact Payroll Services for the last 4 digits of their international student employees' assigned numbers as soon as their ePA's are complete.**

Helpful Links:

[Direct Deposit Instructions-New Employee](#)
[Direct Deposit Instructions](#)