

Direct Deposit

Effective: July 1, 2019

Contact: [University Human Resources \(UHR\) Employee/Labor Relations Office; Payroll Office](#)

Introduction

This policy provides guidance to employees regarding direct deposits which will allow all payments from Iowa State University to be directly deposited into your checking or savings account.

Policy Statement

Direct deposit is the electronic transfer of funds from the university to an individual employee's checking or savings account at their participating financial institution. Direct deposit is a service to employees. Employees are able to select one account for which to deposit their pay. Your bank's routing number and specific bank account number are required when establishing direct deposit.

All employees hired on or after July 1, 2005 are required to be paid by direct deposit. All student and non-student employees may have their monthly/semi-monthly pay deposited into an account at any financial institution participating in the National Automated Clearing House Association (NACHA) deposit program. If direct deposit setup is not completed by employees, the net pay will be issued via a payroll check and sent to the employee's work address. It is the responsibility of each employee to notify the Payroll Office of direct deposit and/or address changes through Workday.

Employees may access their earnings statements via Workday Pay. In order to view the entire earnings statement while not on campus, users must be enrolled in Okta Multifactor Authentication.

Direct deposit for your pay can be set up in Workday – Payment Elections. Payroll will not accept emailed or faxed direct deposit forms. If you need to complete a paper direct deposit form, please contact the Payroll Office.

Resources

Links

- [Direct Deposit \[Policy in PDF with line numbers\]](#)