



MEMORANDUM

To: Deans, Directors, and Department Chairs

From: Dennis Press
University Controller

Re: E-Pay: Electronic Deposit and Notification of Pay

Date: October 15, 2007

E-Pay refers to both the electronic deposit of pay and the electronic notification of pay. Direct deposit of pay has many advantages in efficiency and effectiveness for both employees and the University. Direct deposit provides assurance that each employee's pay will be in their bank account as of the bank opening on payday even if severe weather such as a hurricane or other circumstances prevent the employee from picking up their pay check. Employees on direct deposit do not have to make a bank deposit on payday and possibly wait in line. Direct deposit is secure, convenient, and fast; and with direct deposit there are no lost checks.

There are advantages to the University as well. The University improves internal control by not handling negotiable checks and increases efficiency by not having to perform the check-signing and distribution processes. University bank account reconciliations are simplified because there are no outstanding payroll checks that have not cleared the bank. Also, E-Pay was included as one of the University's PACE initiatives for implementation during fiscal year 2007-08.

While new employees hired on or after July 1, 1999 are required to be paid by electronic direct deposit into a bank or credit union account, the University policy is being modified effective for calendar year 2008. I write to provide information regarding the modification to the University's E-Pay policy and plans to address transition and other issues. Our objective is to ensure that the new policy provides a convenient and workable process to provide pay and pay information to each University faculty member, staff member, student employee, and temporary employee.

Revised University Policy Effective Calendar Year 2008

Effective with the first payroll in calendar year 2008, all employees shall use direct deposit of pay, regardless of employment date. Direct deposit notifications of pay are accessible via the web, and paper direct deposit notifications will be discontinued effective with the first payroll in April 2008. The full policy is located at <http://www.unc.edu/finance/busman/pay/paypol7.html>.

Access to Pay Information

Employees on direct deposit can view details of earnings and deductions through web access of their direct deposit notifications. The web access provides a secured capability to view or print your direct deposit notifications for the current pay period and for each payroll period during the previous 12 months. Employees can access pay information at <http://www.unc.edu/finance/payroll/> by selecting **Direct Deposit**

Pay Stub and using their Onyen and Onyen password. Paper copies of direct deposit notifications will be discontinued effective with the first payroll in April 2008. Web access for E-Pay also provides an *Administrative Menu* so that a departmental administrator can print a copy of a direct deposit notification if needed. Employees may also print a copy of their direct deposit notification if needed.

Computer Access and Training

Access to a computer and training are important issues for many University employees. The work of some employees may not provide access to a computer or the necessary experience to use computer applications. Department chairs may wish to contact Mark Kozel, the Director of Financial Systems and Controls for the Finance Division at Mark_Kozel@unc.edu or 962-2710 if assistance is needed in providing general access to computers for departmental staff. The Finance Division will also provide or coordinate training sessions for University employees on using E-Pay, maintaining a checking account, and other skills needed to use direct deposit of pay. Information on the upcoming training sessions may be obtained by emailing financetrainer@unc.edu or visiting the **Direct Deposit / E-Pay** website at <http://www.unc.edu/finance/payroll/>.

Banking Services

Direct deposit of pay is made into the bank or credit union account that the employee selects. As one alternative for employees, the University has agreements with both Wachovia and Bank of America to provide a package of banking services for all University employees. Services include a no-maintenance fee checking account for individuals to accept direct deposit of pay as well as other banking services. The North Carolina State Employees Credit Union also provides a no-maintenance fee account for state employees. Employees may choose the option most suitable for their situation.

Contact Information

If you have any questions about the direct deposit of pay program, please contact me at dennis_press@unc.edu or 962-7007, or contact Elizabeth C. (Betsi) Snipes, Director of Payroll Services at betsi_snipes@unc.edu or 962-0046. Thank you for your support of this important endeavor.

cc: Human Resources Facilitators
Business Managers