It’s 3 p.m. on payday. Have you deposited your paycheck yet? Are you tired of running all over town to deposit or cash your paycheck? Are long lines on your lunch hour something you’d like to eliminate from your payday routine?

If so, direct deposit is a solution to your payday problems. Direct deposit is a program in which your pay is automatically deposited into your checking or savings accounts. You do not need to worry about finding time to deposit your check or making special arrangements for your paycheck when you are out of town or sick. With direct deposit, your money is deposited and accessible in your account on payday.

Is direct deposit a new concept?

No. Millions of employees nationwide enjoy the benefits of direct deposit through their employers. In fact, our nation’s largest employee, the federal government, uses direct deposit as its primary method of payroll.

What are the advantages of direct deposit?

Convenience is the most obvious benefit, however, added interests earnings, safety, and confidentiality are additional advantages. Direct deposit is the safest way to get your money into your accounts without having to worry about lost, stolen, or damaged checks.

How does direct deposit work? If I no longer get a paycheck, how will I know my account has been credited?

There is still a record with direct deposit. We will provide you with an online pay stub documenting your gross and net pay along with your state and federal withholdings and other deductions. In addition, your monthly statement from your financial institution will provide a record of the deposits made to your account.

I consider my personal banking to be confidential. Will my private information be compromised by direct deposit?

Absolutely not. Direct deposit is one of the most confidential methods of processing a paycheck. Checks processed via a traditional payroll can pass through as many as 12 persons before reaching your account. Direct deposit practically eliminates this problem.

How do I sign up?

Signing up for direct deposit is simple, easy, and safe using the MSU onCampus portal. Step-by-step instructions are posted online at http://www.controller.msstate.edu/forms/ddenrollonline.pdf

You may also access the direct deposit enrollment form at http://www.controller.msstate.edu/payroll_deposit.pdf. If using the printed form, please forward the completed document to Treasury Services, Office of the Controller and Treasurer, 320 McArthur Hall, MSU Mail Stop 9602 or fax to (662) 325-1464.

I am already signed up to receive my student refunds (Bull-e-Buck$) and/or travel reimbursements via direct deposit. Does this mean that I am already signed up for direct deposit of payroll?

No. Student refunds and travel reimbursements are separate from the payroll system. To sign up for direct deposit of payroll, you will need to complete an enrollment form. See How do I sign up? for that information.

What if I still have a question about direct deposit?

We are here to help. If you haven’t found the answer to your question, please call MSU Treasury Services at (662) 325-2826.