



MEMORANDIUM

Date: October 28, 2009

To: Faculty, Staff, and Student Employees

From: Laura Smiarowski, Controller

RE: Payroll Direct Deposit and Electronic Distribution of Pay Stubs

Last year the President's Proposed Budget Reduction Plan, 2009-10 through 2011-12, identified a number of cost saving initiatives across campus. One of these initiatives is to shift all payroll payments to direct deposit with electronic distribution of pay information, thereby eliminating hard-copy payroll mailings to employees. Our goal is to transition all employees by March 1, 2010; students will transition by September 2010. A committee has been formed to implement this initiative.

I am communicating this change now to give you ample time to plan for any necessary adjustments you may need to address and to communicate any feedback or questions.

Currently, 90% of employees receive their pay via direct deposit. Our goal is to have the small remaining numbers who currently receive a paper check transition onto direct deposit by March 1, 2010. Those employees will be contacted individually by the Payroll Office to facilitate moving from receipt of a paper check to direct deposit. 74% of student employees receive their pay via direct deposit. Students are encouraged to transition by March 1, 2010; however, they have until September 2010 to sign up for direct deposit. All new employees will be required to sign up for direct deposit at the time of hire.

In early 2010, paper direct deposit pay stubs will be eliminated and pay notification will be distributed electronically. The committee will address specific employee access issues prior to transitioning to electronic distribution. BannerWeb currently provides access to employee pay stubs. The new electronic pay stubs will enhance the current format found within BannerWeb.

Representatives will be present at the Human Resources Benefits Fair on November 3, 2009, to assist employees in signing up for direct deposit as well as answering questions regarding this implementation.

The Controller's Office will inform employees via eDigest on all progress towards this implementation; updates will also be posted on the Controller's Office Web site. More specific details will be forthcoming to all employees; however, if you have immediate questions, please contact the Payroll Office at payroll@smith.edu, Donna Kortez x2213, Linda Jacque x4401 or Trish Rockett x2227.

Payroll Direct Deposit and Electronic Distribution of Pay Stubs Advisory Committee

Janet Hukowicz	Donna Kortez	Saari Koponen-Robotham	Yvonne Ting
Linda Jacque	Karl Kowitz	Trish Rockett	
Kevin Kerwood	Tom Neuburger	Judi Strzempko	