

Southern Illinois University Carbondale

Electronic Direct Deposit Policy Information

Effective July 1, 2010, **all newly hired and rehired employees**, as a condition of employment, will receive their pay through direct deposit to an account with a financial institution or to a university-sponsored VISA© debit card, *Saluki Cash*. All existing employees are strongly encouraged to participate in the direct deposit program.

For employees subject to this policy, electronic direct deposit will be the payment mechanism for all employee payrolls and for travel and business expense reimbursements. Travel and business expense reimbursements will be deposited to the same account designated for payroll direct deposit.

To have your pay electronically deposited to a checking or savings account, please complete a **Direct Deposit Authorization Form**. If you would like your pay electronically deposited to a Saluki Cash Card, please complete a **Saluki Cash Authorization Form for Payroll**. For more information on the *Saluki Cash* card, visit the **Related Links** section of the SIUC Payroll web page.

Electronic direct deposit is an efficient, secure and economical method for delivering payments to employees. Direct deposit ensures that an employee's payment is deposited timely even if they are out due to illness, vacation or other approved leave.

There are certain limited circumstances under which payment by paper check rather than direct deposit is permitted. Please note that all paper checks are mailed to the current mailing address on file with the Payroll Office one day prior to the scheduled pay date; check pickup at the Accounts Payable Office has been discontinued.

To read the SIUC Electronic Deposit Policy, which includes a full list of exceptions to the policy, click **here**.