Overview of Direct Deposit

Direct deposit is the Company’s preferred method of payment. You must specify at least one valid bank account in order for you to receive your net proceeds via direct deposit. You can have up to four accounts for direct deposit. Valid account types include personal checking or savings. The bank accounts do not need to be at the same financial institution.

Please note that the Company is not responsible for bank charges made to accounts if funds are sent as a live paycheck instead of direct deposit, or if changes/deletions to direct deposit are delayed.

What is direct deposit and how does it work?
Direct deposit is a safe, proven, confidential method of receiving your pay. Money is electronically transferred from the Company into your checking or savings account or both.

How many people use direct deposit?
Approximately 96 percent of Americans are paid electronically via direct deposit according to a survey conducted by the American Payroll Association. As of May 2016, efile.com reported that over 84 million taxpayers received federal tax refunds via direct bank deposits. All Employees of the Company can enjoy the advantages of direct deposit.

Why is direct deposit good for employees?
Direct deposit is secure, convenient and fast. Direct deposit saves consumers from waiting in lines at the bank or credit union, and it gives many people access to their money one to four days earlier than a check. According to the Direct Deposit Payment Organization, the satisfaction rate for direct deposit is 97%.

If I have a problem with direct deposit, whom should I call?
Problems with direct deposit are rare. In fact, you are much more likely to have a problem with a check. But if a matter should arise, contact your financial institution or contact the HR Service Center via AskHR. Representatives are also available Monday through Friday from 9 a.m. to 6 p.m. by calling 866-922-6543. The problem can usually be corrected immediately.

Is there a cost for direct deposit?
Direct deposit is a free service offered by the Company and most financial institutions.

When do I have access to the money?
Typically, your payment is available first thing in the morning on payday.
If I sign up for direct deposit how can I be sure that no one will have access to my account?

Direct deposit is a confidential way to send and receive payments. Although the Payroll Department does have a limited ability to reverse your direct deposit payment, it can only access funds that were deposited in error (for example, when the Company has issued the transaction twice or issued a deposit in the wrong amount). On average, fewer people see your account information with direct deposit than with checks.

Can I divide my pay among different accounts if I use direct deposit?

Yes. In order to do so all accounts should be flat amounts ($25, $75) or percentages (10%, 45%) with a remaining balance. You can have your pay deposited into one account or split among up to four accounts. This financial flexibility is one of direct deposit's best features. Decide once how you want your pay divided and your plan will be carried out automatically every pay period. This increases your financial control and discipline in saving for the future.

What happens if my payment goes into someone else's account?

That is very unlikely. Should an error occur, however, simply notify the HR Service Center via AskHR and contact your financial institution. The problem can usually be corrected with one phone call.

What if I do not have a bank account?

You will need to establish an account at a bank, credit union or financial institution. Your financial institution can assist you in selecting the appropriate type of account for your needs.

What if I still do not want to use direct deposit? Is it required?

The Company requires direct deposit for payroll. Under Federal law, Employers may require direct deposit if Employees are given a choice of financial institutions, which the Company follows. Some states have more restrictive laws; however, many of those laws are being updated to facilitate all electronic pay (direct deposit and electronic pay stubs).

While the Company believes that direct deposit is so beneficial that you will want to use it, if you still have concerns about direct deposit, please send your concerns in writing to the Legal Department. The Legal Department will review the regulations for the state where you have your legal residence.

To ensure consistency, if you live in a state that supports electronic payroll, the Company will require that you receive your pay through direct deposit. If your state still has restrictive regulations, the Company will honor your request to receive a paper paycheck.

Advantages of Direct Deposit

The advantages of direct deposit are:

- No visits to the bank or check-cashing center to deposit or cash a check.
- Pay is always available on payday because it is automatically deposited (no mail or other delivery-related delays).
- No worries about lost or stolen checks or about receiving paychecks while on vacation or business travel.
- You can view or print your earnings statement online via HRDirect.
Enrolling in Direct Deposit

To enroll in direct deposit, simply access HRDirect and click Menu in the top left corner to view the Myself menu. Go to the Pay > Direct Deposit page and select Add Direct Deposit from the “Things I Can Do” box.

Remember that one of your direct deposit accounts must contain any remaining balance or your entire net pay. When you are finished entering your information, click Submit.

For a new financial institution, your request will be placed in pending until Payroll completes the transaction.

Editing a Direct Deposit

To change your direct deposit, access HRDirect and click Menu in the top left corner to view the Myself menu. Go to the Pay > Direct Deposit page and update your information as needed.

Changing Bank Numbers for Your Direct Deposit

When you add a new account or make changes to the bank routing or account number for your direct deposit it may take one pay period for you to see the change completed due to the timing of the payroll cutoff dates.

Changing Allocations for Your Direct Deposit

Changing the amount, or the remaining balance, deposited into each account currently set up for direct deposit will not result in the discontinuance of your direct deposit. There is no pre-notification process when editing only the amounts to your existing direct deposit accounts.

Note: If the bank name is LFG Credit Union, you can only use flat amounts with a remaining balance. Otherwise, all accounts should be flat amounts or percentages with a remaining balance.

Deleting a Direct Deposit

To delete a direct deposit, access HRDirect and click Menu in the top left corner to view the Myself menu. Go to the Pay > Direct Deposit page. Click the Delete box next to the account you wish to delete. Depending on the date in the payroll cycle you make the request, it may take one full pay cycle to complete.

Remember, the Company encourages the use of direct deposit, and in order to participate you must keep at least one active account, designated as the remaining balance. If you do not have an active bank account in the system, you will receive a hard copy check for that pay period.

To prevent misdirected funds, if you plan to close a bank account that is set up with Direct Deposit, please be sure to cancel the direct deposit before closing the bank account. While every effort is made to restore any misdirected funds, the Company is not responsible for inaccurate direct deposit information at the time of payroll processing.

Account Options for Direct Deposit

The Company allows you to deposit your net pay into one checking and/or savings account. You could also have fixed amounts to checking/savings account of your choice, along with your “net pay” designation.
Split Deposits
You may elect to split your direct deposit into a maximum of four checking and/or savings accounts at the same or different financial institutions.

When using this option you need to assign a dollar amount (percentage splits are not supported) of your pay to all but one account, as one of the accounts must contain any remaining balance. The total distribution cannot exceed your total pay amount.

Amount Example for net pay of $350:

Account 1111111 - $100
Account 2222222 - $200
Account 3333333 - Remaining Amount
$50 will be deposited in the last account for this example

Paychecks may not always be the same exact amount. You must assign one account to receive the remainder of the paycheck after the other designated amounts are distributed.

If your net pay falls below the total of the dollar amounts you specified, the accounts will be satisfied based on the order you specified until your net pay total is exhausted. The exception is the "remaining amount" account which will always be satisfied last. For example, using the setup above, if your net pay was to be $150:

- Account 1111111 will receive the full $100 specified;
- Account 2222222 will receive $50; and
- Account 3333333 will receive $0.

Direct Deposit of Special Payments

When accompanying your regular wages, special payments, such as awards and bonuses, will be deposited into your direct deposit accounts in the same distribution allocations you specified for your regular paycheck. For example, if you normally have $200 deposited to your savings account and the remainder to your checking account, $200 of your net pay will be deposited to your savings account and the balance to your checking account.