

## Paper Paychecks

«Title» «Full\_Name»

«Company»

«Address»

«City», «State», «Zip Code»

«Salutation»:

**Sign up for direct deposit today to avoid a delay in pay.** Beginning with the January 1, 2018 payday, you will no longer be able to pick up your paycheck at central payroll or your department offices. All paper paychecks will be delivered to your home and will take an additional 2-3 days for delivery. To avoid this delay, it is strongly encouraged that you sign up for direct deposit by \_\_\_\_\_.

### What to expect once UCPATH launches:

- Starting January 1, 2018, paper paychecks are no longer available for pick up at central payroll or department offices.
- All paper paychecks will be delivered to an employee's home address via U.S. Postal Service.
- Paychecks sent by mail will be issued on pay day and will take an additional 2-3 days to arrive at the employee's home address.

### Benefits of signing up for direct deposit:

- Security: With direct deposit, you won't have to worry about lost, stolen and misplaced checks.
- Reliability: You will not have to wait an additional 2-3 days for your check to arrive in the mail. In some cases, your funds will be available sooner than with a check.
- Convenience: Saves time and effort. Eliminate trips to your financial institution to deposit your check.

### Register for direct deposit now so you'll be ready for the January 1, 2018 payday. Here's how:

- Verify your paycheck delivery method in AYSO.
- Sign up for direct deposit by (DATE) through AYSO or by filling out the Payroll/Non-Payroll Deposit Authorization form and return to your department manager

- Ask questions! Keep an open channel of communication with your department manager to address these changes.

We have also included Direct Deposit Enrollment forms to return to \_\_\_\_\_ by \_\_\_\_\_.

For more information on receiving paper paychecks or signing up for direct deposit, speak with your department director or HR payroll representative. To stay updated on the FOM|UCPath project, visit <http://fomucpath.ucr.edu> or send your questions to [fomucpath@ucr.edu](mailto:fomucpath@ucr.edu).

«Sincerely»,

«Image or Signature»

«Author Name»

«Author Title»

«Author Title2»