

EVERGREEN

THE EVERGREEN STATE COLLEGE

Payroll OFFICE
2700 Evergreen Parkway NW
Olympia, Washington 98505
Telephone: (360) 867-6460
Fax Number: (360) 866-6835

Date: 4/28/2009

TO: All Hourly Employees

FROM: Ladonna Herigstad, Payroll Manager

RE: Direct Deposit Now available for all employees!

Please follow the enclosed instructions and return the required forms to the payroll office. If you have any questions please contact the payroll office on the main floor of the Library building in Room 1117 or 360-867-6460 or e-mail us at payrolldl@evergreen.edu.

The Washington State Department of Retirement systems requires that we request in writing from every employee the information below. Please sign this form and return it to the payroll office.

State of Washington
Department of Retirement Systems

Retirement Status Form Employer retains the form.

*Employee completes this section:

Employee Name _____ SSN _____

(Please print)

Retired means receiving a life-time, defined benefit. Members who are only separated or who are only receiving Plan 3 defined contributions do not meet the retiree definition.

Q1.

Are you retired from one of the Washington State Retirement Systems?

Yes No

Q2.

Have you ever been a member of the Seattle, Spokane or Tacoma Employees' Retirement System?

Yes No

Signature of employee

Date

Agreement for Direct Deposit for hourly employees

Direct deposit is now available for hourly employees. This is only available under the conditions listed below and can be revoked at the discretion of the Payroll Office. In addition to the direct deposit form you must sign this agreement stating that you understand this policy.

I the undersigned hourly employee of The Evergreen State College agree to and understand the following:

- ❖ To Notify the payroll office immediately of any change in bank account status
- ❖ I understand that my direct deposit will be in effect even if I am not in pay status. If I return to work for the college after a break of 6 months or less my direct deposit will still be in effect unless I give payroll updated bank information or cancel the previous bank information. If my account has changed and I haven't notified payroll I understand that I will not receive payment until the funds are returned to the college.
- ❖ To Notify the payroll office of any changes to address or contact information (Updating your address on the Gateway does NOT update your information with payroll)
- ❖ To respond promptly to any request from Payroll (or Human Resources or Student Employment) needing action by you. (Example: Signing timesheet or STAF form).
- ❖ I understand that no paper advice of payment will be supplied. To view advice of deposit you will need to have a PIN assigned and select *Employee Earnings History* at: <http://www.evergreen.edu/payroll>
- ❖ I understand that it will take two to three paychecks before funds will be deposited directly into my bank account. Until then please continue to pick up your payroll checks at the cashiers office.
- ❖ I understand that if the payroll office tries to contact me at the contact information supplied below and I do not respond (or if US mail is returned as undeliverable) that my direct deposit could be revoked and a check will be generated instead.

Name: _____
Last, First MI Please - Print name legibly

Banner ID #: _____
Required to access web advice of deposit

Contact Information: _____
Phone # and/or e-mail address where I can be reached

Signature: _____ Date: _____

