

UW – Milwaukee Direct Deposit

Your payroll check can be sent directly to your account.

Frequently Asked Questions

Q. What is direct deposit?

A. Direct deposit delivers your University pay directly into your bank, savings and loan or credit union's account quickly and safely. The University of Wisconsin System sends an electronic message to your bank, savings and loan or credit union crediting your account with the exact amount of your University pay. You can withdraw money, put some in savings or pay bills—the things you do with your money now. The difference is, your check isn't printed or mailed.

Q. Do I have to use direct deposit?

A. The University strongly encourages all employees to receive their pay by direct deposit. Currently, over 75% of University employees receive their pay by direct deposit. You can still receive your earnings by check, but you should consider the many benefits direct deposit offers.

Q. I'm interested in direct deposit but I don't know if it's right for me. What should I do?

- A. If you are interested in signing up for direct deposit but think you need more information, you can do one of the following:
- If you have an account, go to your bank, savings and loan or credit union. They can answer your questions about direct deposit.
 - If you don't have an account, consider opening one and sign up for direct deposit at that time. Most banks, savings and loans and credit unions offer a variety of accounts, some with little or no fees. Look for one that meets your needs. Literature is available at the Bursar's Office and the Payroll Office.

Q. Why should I sign up? What are the benefits of using direct deposit?

- A. The benefits of using direct deposit are:
- There are no checks to be lost or stolen.
 - You'll get your benefits on time, even if you're out of town, sick or unable to get to the bank.
 - Both you and your money are safe.

Q. How do I know when my money is in my account?

A. On payday, your money will be in your account at the opening of the financial institution's business day. You can check with your financial institution to be sure that your money has been deposited.

Q. When can I use my money?

A. Your money is available for use as soon as it is deposited into your account. You can write checks, pay bills, withdraw money or put some into savings. Anything you usually do with your money now, you can also do with direct deposit.

Q. After I sign up for direct deposit, do I have to stay with the same financial institution?

A. No, you can use direct deposit at any federally insured bank, savings and loan or credit union. If you move your account, complete a new University Direct Deposit Authorization form. Open the new account and make sure your deposits are going to the new bank, savings and loan or credit union before you close the old account.

Q. Where do I sign up for direct deposit?

- A. You may obtain University Direct Deposit Authorization forms from:
- The Payroll Office, Engelmann Hall, room 170
 - The Bursar's Office, Mitchell Hall, room 285
 - Or, download the form from: <http://www.bussvc.wisc.edu/ecbs/pay-direct-deposit-auth-uw1032.doc>

Q. When I sign up for direct deposit, how long does it take before my money is in my account?

A. Direct Deposit of your earnings begins as soon as possible after you sign up, usually on your next pay date.