



Milwaukee School of Engineering

Direct Deposit Form

Name: _____ ID # _____

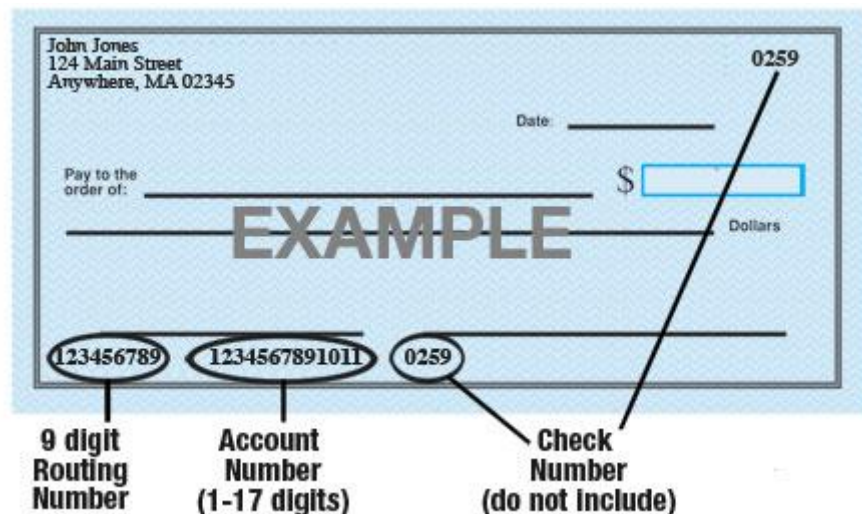
I authorize Milwaukee School of Engineering to directly deposit my payroll check to the following financial institution(s):

Account #1:	Bank Name:	_____
	9-digit Routing #:	_____ Account #: _____
	Designated Amount:	_____ or Designated %: _____
	Check one:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings *Deposits cannot be made to a payroll debit card
Account #2:	Bank Name:	_____
	9-digit Routing #:	_____ Account #: _____
	Designated Amount:	_____ or Designated %: _____
	Check one:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings *Deposits cannot be made to a payroll debit card
Account #3:	Bank Name:	_____
	9-digit Routing #:	_____ Account #: _____
	Designated Amount:	_____ or Designated %: _____
	Check one:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings *Deposits cannot be made to a payroll debit card

Signature: _____ Date: _____

It is highly recommended that a voided check(s) is included when submitting this form. If no documentation of banking information is included, and invalid information is provided, there may be a delay in receiving the funds.

Please note that a deposit slip may not have the correct routing number, and therefore will not be accepted as proof of banking information. Please verify your account number and routing number with your financial institution if you are not able to provide a voided check before submitting your Direct Deposit form.





Instructions to view online Payroll Direct Deposit

1. Go to <https://my.msoe.edu/ics>.
2. Login with your username and password (same as network/email username and password).
3. Click on "Employees" tab for faculty and staff, or the "Students" tab if you are a student worker.
4. Under the "Employee Information" heading, click on "Review your pay statements".
 - a. For students, you will click "Student Employee Info" on the left side of the screen, then under the "My Employee Information" heading, you will click on "Review your pay statements."
5. Under "Pay Date" click on the date of the check you would like to view.
6. Your direct deposit stub will open in PDF format.

Mandatory Payroll Direct Deposit Policy:

All new and current employees are required to participate in payroll direct deposit. Within 30 days of hire, all new employees must complete the Direct Deposit Form. The Human Resources Office will assist employees with any questions or concerns about direct deposit and provide assistance with completing forms if needed.

Net pay will be deposited directly into your account at the designated financial institution(s) each payday. Employees may choose any US financial institution(s) to set up their direct deposit. If desired, employees can take advantage of a no-fee checking account for MSOE employees at BMO Harris Bank utilizing their "Bank at Work" program. Information on the BMO Harris program and a list of other financial institutions in the region offering no-fee checking accounts is available in the Human Resources Office. This information can also be found on the Human Resources webpage.

Exceptions and Exemptions from Mandatory Direct Deposit Policy:

- Employees working for less than one month may be exempted from the policy.
- In cases where an employee is unable to establish or maintain an account with a financial institution, a waiver can be requested. This form can be obtained in the Human Resources Offices or on the Human Resources webpage. Proof of the employee's inability to establish an account must accompany the waiver request.

Payments that cannot be deposited will be available for pickup in the Human Resources Office on payday. If the payroll check is not picked up on payday, it will be mailed the next business day.

Payroll direct deposit works as follows:

- Your net payroll check is transferred from MSOE's payroll account to as many as three accounts which you designate by providing bank routing numbers and account numbers. One account must be set up to receive the remainder of your net pay if you use more than one account. Amounts are designated **per paycheck**.
- **Example** - If you have a checking account, a savings account and an account at a credit union, you may designate \$50 to be deposited in your savings account, \$50 to be deposited in your credit union account and the remainder to be deposited into your checking account.
- You must provide us with the routing number for each bank that you use. Your bank will give you this number if you call and ask, and in many cases this information is also available on the bank's website.
- A non-negotiable voucher detailing the payroll check information (gross earnings, deductions, net deposit, etc.) will be available on <https://my.msoe.edu/ics>.

Payroll Pay Dates:

Employees are paid semi-monthly, generally on the 5th and the 20th of each month. Pay periods run from the 1st of the month through the 15th, and from the 16th of the month through the last day of the month. If a scheduled payday occurs on a Saturday, the payroll date will generally be on the Friday before. If a scheduled payday falls on a Sunday, the payroll date will generally be on Monday following. A list of the current pay dates for the year can be found on the Human Resources website.