

SALARY CHECKS

DIRECT DEPOSIT

You must complete the attached form which will allow the Medical Center to electronically deposit your salary into your bank account. You should complete the form and return it to the Records Section of Human and Learning Resources Management Service in Building 17 or the Payroll Section of Fiscal Service in Building 5 within one week of your appointment. After input by Fiscal Service, your Earnings and Leave statement will indicate an "E" in the lower right hand corner block marked "CK ML". This indicator shows that your check was electronically transferred to your account. The funds are generally available on the Friday or Saturday following the end of every pay period.

I will return the attached form during the next week.

SIGNATURE: _____ DATE: _____

CHECK MAILING

Under extremely unusual circumstances (e.g. you do not have a bank account), your salary check will be mailed to your home address or a box number. The medical center has no control over any delays that may occur due to mailing your check. You will not receive the check until the second Monday after the end of the pay period (at least two days later than direct deposit). If you do not receive the check by the third Monday after a pay period, you should visit the payroll section of Fiscal Service in Building 5 to request a re-certified payment. Fiscal Service will issue a replacement draft. You must endure any and all hardships caused by any delay in the delivery of salary checks. In order to request that you receive your check by mail rather than direct deposit, you must complete the following.

I request a waiver of the requirement to receive my salary by direct deposit under Section 3332 (a) (1), Title 31, US Code for the following reason:

REASON: _____

NAME: _____

SOCIAL SECURITY NUMBER: _____

HOME MAILING ADDRESS OR BOX: _____

SIGNATURE: _____ DATE: _____