



UNIVERSITY OF
SOUTHERN MAINE

Human Resources/Student Payroll
University of Southern Maine
37 College Avenue
Gorham, ME 04038
Fax: (207) 780-5554
1-800-800-4876 ext. 5202
TTY (207) 780-5646

TO: University of Southern Maine Student Employee
FROM: Student Payroll
RE: **Application for Direct Deposit of Your Student Paycheck**

On the next scheduled payday your funds will be automatically transferred to your account. Instead of a check, you will receive a direct deposit pay-stub that contains the usual pay and deduction information, as well as your Federal Work-Study earnings (if applicable).

Please be advised of the following policies and procedures:

1. Your pay-stub will be available on the scheduled paydays. As with regular paychecks, please be aware that funds will not be available until the scheduled payday.
2. There will be a pay stub only if you have been paid. Reasons for not being paid may include:
 - late time cards
 - no authorization card, see Financial Aid
 - no job description form, see Financial Aid
 - time cards returned to departments for corrections
3. **You must notify us immediately if you close your account or you change your account for any reason. A new direct deposit form will need to be completed.**