Direct Deposit Form Submittal Guide

For security purposes, please do not send electronic tax and direct deposit documents to the Payroll Office via email or fax. The Payroll Office can only accept electronic tax and direct deposit documents through the UNCSA Payroll website secure links and the TalentEd/PeopleAdmin Onboarding portal.

There is not an option to opt-out of direct deposit. Per UNCSA's Direct Deposit Policy #312 (https://www.uncsa.edu/mysa/policy-manual/300-business-administration-finance/312-direct-deposit.aspx), payments paid by Banner Payroll to employees must be made via direct deposit. Only one paper check is permitted to allow sufficient time to submit acceptable documentation for direct deposit to the Payroll Office. If you do not have an account, please visit a local or an online bank to establish/open a bank account in your name. All future payments are required to be direct deposit.

Acceptable forms of documentation include:
1. A voided pre-printed check account in your name (current address information is not required)
2. An ACH/Direct deposit form from your bank
3. Or an official bank letter from your bank

All three items can be obtained directly from your local bank. Many banks also allow their customers to print an ACH/Direct deposit form directly from their website or personal bank account. If you need assistance accessing this form, please contact the UNCSA Payroll Office or your bank via phone. You may also contact your bank via phone and request items #2 and/or #3 to be sent to directly you.

Bank Statements, Deposit Slips, and Pictures of Debit/Credit cards cannot be accepted.

Please attach requested supporting documentation as a PDF or JPEG document.

If you close your direct deposit account on file with UNCSA Payroll, or you need to change your direct deposit bank account information, please submit new direct deposit information to the Payroll Office as soon as possible so that there is not a delay in your pay.

If your direct deposit account is compromised, please contact the Payroll Office as soon as possible so that your direct deposit can be immediately inactivated, and submit new bank account information to the Payroll Office as soon as possible to avoid delay in your pay.
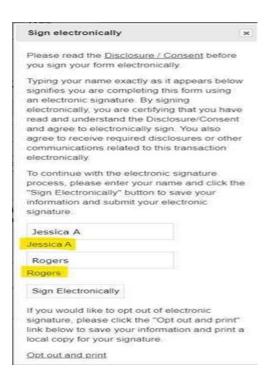
Your UNCSA email is located in EZ-Arts under Personal Information Tab, View E-mail Addresses. If you do not know the password to your UNCSA email, please contact the IT Help Desk at 336-770-3300.

You may submit your direct deposit information on the UNCSA Payroll website with your single sign-on credentials (UNCSA email and password) via the following link:

 https://www.uncsa.edu/mysa/faculty-staff/working-at-uncsa/financial-services/payroll.aspx

Once you are on the UNCSA Payroll Website page, scroll to the Direct Deposit section, and click on the link to the **Secure Online Form**. You will need your single sign-on credentials (UNCSA Email and Password) to continue to the form.

Payroll documents completed through secured links on the Payroll Website are legal documents and must be digitally signed EXACTLY as it appears below the boxes using your legal name.

Sign electronically [×]

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Jessica A

Jessica A

Rogers

Rogers

Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

Opt out and print

If you are a new employee and do not have an active email and password to date, your payroll documentation must be submitted through the TalentEd/PeopleAdmin Onboarding portal. Please contact the Human Resources Talent Acquisition Manager for your access to this portal.