

# Direct Deposit Information to Employee Process Comparison

(After payroll period data is processed)

## Current Process



▲ Payroll data is processed in payroll operations

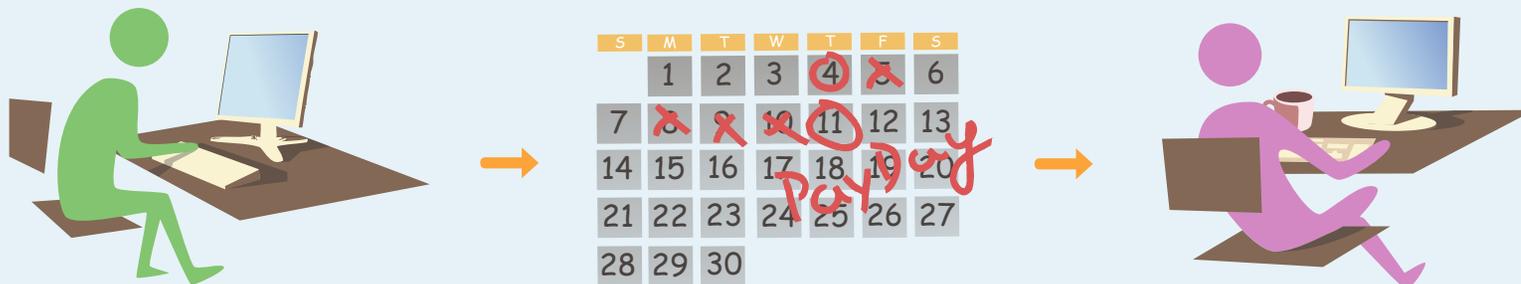
▲ Payroll data is sent to special check printing machines

▲ Payroll staff sorts & bundles direct deposit advices\* & paychecks to go to different locations

▲ Processed advices & paychecks are delivered to departments/divisions (via interoffice mail or pick-up driver) or mailed to employees

▲ Administrative staff receives & distributes advices & paychecks to employees (if needed, may mail to employee)

## Future Process



▲ Payroll data is processed in payroll operations where data is set up in PeopleSoft payroll module

▲ Paycheck information is usually viewable 5 to 6 business days prior to payday (funds not available until payday)

▲ Employees can access & view their current paycheck information & paycheck history via the PeopleSoft online portal

\***Direct deposit advice** = A document an employee receives as a notice that the direct deposit transaction has gone through and shows gross income, taxes and any deductions taken out.