



Sign Up For Direct Deposit Today!

With the upcoming implementation of Ceridian, it is time to talk about the various options for transmitting your paychecks. In this special edition of the Ceridian Communicator, we provide answers to Frequently Asked Questions of interest to employees. Please reach out to your payroll clerk or email the Ceridian Support Desk if you have any additional questions not listed here.

Thanks for your continued efforts to make Ceridian HRIS a success!

*- Rob Henken, Director
Department of Administrative Services*

How Will I Get Paid from Ceridian?

- Employees will be paid through direct deposit or paper checks mailed to your home address.

When should I expect to get paid?

- You should get paid at the same time interval as you are paid now. All employees, regardless of the type of paycheck disbursement, will be able to view their check stub (check advice) online. Direct deposit subscribers are assured that their pay will be transferred to their account on payday (Thursday). However, paper verification statements no longer will be distributed -- verification must be viewed online. For employees receiving paper checks, the checks will be mailed for anticipated delivery on payday (Thursday), but because of potential delays in the mail there is no guaranteed delivery date.

Will my current direct deposit information be transferred from Genesys to the new system?

- All current payment information will be transferred to the new system. Current direct deposit subscribers will continue to receive direct deposit to their account. Employees currently receiving paper checks will have them mailed to the address on the check—please review your latest check to verify the address information is accurate and contact your payroll clerk immediately to make any corrections.

What if I don't have direct deposit, can I sign up and get it into the system before "Go Live"?

- Yes! You are able to sign up for direct deposit at any time. If you need assistance to set up your direct deposit, please talk to your field payroll clerk for help. Many banks offer either free or lower-cost checking for direct deposit customers. For new direct deposit subscribers, please act fast so that your information is ready for the first Ceridian paycheck. Note: It is possible to select direct deposit to your credit union.

What are the benefits of direct deposit?

- There are no checks delayed, lost or stolen.
- Payments reach your account the day the check is issued. Even if you are out of town, sick or unable to get to your financial institution, you can be assured that your money is in the bank.
- Many banks offer free or lower-cost checking for customers with direct deposit because it saves them the cost of processing paper checks.
- Direct deposit can help you avoid bouncing checks because deposits are direct and on time.
- Direct deposit saves you trips to the bank and helps you avoid long lines at the tellers or ATMs.
- For retirees, social security checks are being sent by direct deposit, so getting into direct deposit now will help in the future.

What is Ceridian Self-Service and how will I use it?

- Ceridian Self-Service provides employees secure access to view their personal and paycheck information via the web 24x7. Again, this is a secure site for employees to view or change personal and emergency contact information, W4 tax exemptions and direct deposit information (bank name, account number and deduction amount). Employees will receive a handout on how to access and use Self-Service in the near future.

Communicator Online Link:
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 Questions/Comments:
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