Direct Deposits

Employees’ paychecks are electronically deposited into their bank accounts. Paystubs are available on CougarWeb – My Workplace by the last working day of the month.

All employees are required to have Direct Deposit

Payday is the last working day of each month. New employees must complete a Direct Deposit Authorization Form providing their bank account number and bank routing information. All completed forms are sent to the Payroll Department for processing.

If an employee submits a Direct Deposit Form late in the payroll month, a printed check will be mailed to the current address on the system. If an employee does not submit a Direct Deposit Form, a printed check will be held in the Payroll Department until the Direct Deposit Form is received and will then be mailed to the employee.

Upon checking your bank account and CougarWeb – My Workplace, if an employee does not show a current deposit or paystub, contact the Payroll Department. The bank will notify the Payroll Department when the Direct Deposit is rejected due to incorrect account or routing information.

For any bank or account changes to the original Direct Deposit, submit a new Direct Deposit Authorization Form as soon as possible before the next payroll is processed.