

PAYROLL PROCEDURE: DIRECT DEPOSIT

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

Effective April 2009, Craven Community College mandated that all employees' paychecks be direct deposited to a checking or savings account. All new employees must complete the "Direct Deposit" form, attach a voided check, and submit with the New Employee Packet to Human Resources as soon as they are hired by CCC.

An employee should make changes to the direct deposit information by completing the "Direct Deposit Authorization" form located on the CCC website and submitting it with a voided check to Financial Services. In order for the change to be effective in the same month, the paperwork must be received by the Payroll/Benefits Specialist by the 15th of the month.

Technology Services will give each employee access to WebAdvisor to view, download, or save the monthly Pay Advices (Direct Deposit).

- User name is first name.last name (example: jane.doe)
- Initial password is the employee's birthdate (6 digits) in the MMDDYY format (i.e., 011049 for January 10, 1949).

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