

# University of Arkansas at Pine Bluff

## Faculty/Staff Handbook

Policy: **DIRECT DEPOSIT**

Policy #: **11.2**

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The payroll process is entirely paperless for all employees to include; graduate assistants, full time, and adjunct employees. The paperless process includes pay checks and earnings statements. Upon hire all employees must completed a direct deposit form and returned to the Payroll Office. Employees not currently enrolled in direct deposit will need to sign up for direct deposit into a bank checking or savings account or the MyUAPB Card.

WebAdvisor allows you to access and print information about your check, direct deposit, earnings statements, and W-2 from your employee profile after each payroll cycle is completed. You can login and examine the information online and print copies of your checks processed within a twelve month period and W-2 information for a two year period. For more information contact the Payroll office.

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**Resource(s):**

**Approved by:**

**Approval date:**

**Custodian:** Human Resources