

DATE: **Effective 7/1/98**

TO: **Eastern Employees**

RE: **Direct Deposit**

EOU is now using an automated “prenote” option for direct deposits. This allows the bank to verify routing and account numbers before any money is sent.

For any employee signing up for direct deposit, or current employees who change banks or accounts, we will send a prenote to the bank the first payroll after the Authorization for Electronic Deposit form is turned in to the Human Resource Office. For this month only, you will receive a check, which you will need to pick up at the Human Resource Office. Please bring photo ID. After the first month prenote, the system will automatically activate the direct deposit option, and you will receive an earnings statement. On-campus faculty and staff employees will receive an earnings statement via campus mail. Off campus and student employees will receive an earnings statement via US mail to the address on file in the Human Resources office. Please make certain that we have your correct address on file and notify our office if you move.

If you have any questions, please call (541) 962-3548.