

STAR Message #5: Direct Deposit Reminder

Purpose: Assure employees direct deposits remain in place but should be reviewed for accuracy. Advise employees that the state will require direct deposit of all employees in the spring of 2016.

We previously alerted you that you would need to log-in to Employee Self-Service (ESS) ePay to add additional banking information if you want to continue to have credit union deductions taken directly from your paycheck. Beginning with pay period 01 of 2016 (paid on January 7), you will need to follow the steps for adding a direct deposit for each banking institution that you wish to send a part of your paycheck. Summit Credit Union members will see this information has already been entered for them.

These steps are outlined in the STAR PeopleSoft Job Aid ESS: Employee Payroll - ePay. We strongly encourage you to work directly with your credit union to ensure you set the deposits in accordance with their expectations. **Please note: These changes must be made by December 16, 2015.**

If you have any questions, please reply to this email.

NOTE: This message, job aids, and many other resources are posted on our website at <http://dma.wi.gov/DMA/humanresources/statehr/star>