STAR Message #2: Direct Deposit

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

Most State employees currently have secure electronic or direct deposit of their paychecks. The banking information you provided previously to route the paycheck to your bank has been maintained and loaded into the new STAR system. We have verified banking information and run multiple tests of the direct deposit process. In short, employees who currently have direct deposit should not experience any changes and should not have to resubmit banking information. However, as one more measure of quality assurance, employees will be advised in a separate communication to double check their routing and bank account numbers once that information is viewable in Employee Self-Service.

In addition to direct deposit of net pay, a few employees (less than 1,000) currently have payroll deductions from their paychecks automatically sent to a credit union. These deposits are also switching to direct deposit so this small group of employees has already been notified that they will need to add additional banking information into STAR in order to continue to divide their check as preferred. If you are not one of these employees, you do not need to take any action. The switch to electronic deposit of payroll deductions for Summit Credit Union members will occur automatically.

All other forms of deductions including child support and garnishments will continue in STAR and will be reported on your paystub.

In the spring of 2016, all State employees will be required to use direct deposit or receive a pay card issued through the state's bank. The pay card does not require an employee to have a bank account or pay any fees to access his or her funds.

If you have any questions, please send your questions to DMAhumanresourcesSTARInformation@wisconsin.gov