

Direct Deposit Fact Sheet



Information Regarding Deposit of Net Pay and/or Expense Reimbursement

- Each employee is responsible for adding their initial direct deposit account(s). Each employee is also expected to maintain their accounts (edits, changes, deletes) in a timely fashion to avoid bank returns due to closed accounts. The information will be entered into the Human Resources database via Employee Self Service (ESS).
- Changes in ESS should be entered two weeks prior to the payday in order to be effective for the next payday. Clemson University will pre-note the entry, allowing the bank to check the routing and account number prior to a live transmission. If the data is invalid, the payroll office may make a change based upon the notification from the bank or payroll may notify the employee for assistance in validating the numbers. In some cases, employees may continue to receive a payroll check and/or expense reimbursement check until the bank authorization can be verified and processed.
- An ESS entry should be made for a change in financial institution or account number. The update should be entered in ESS two weeks prior to the payday the authorization is to take effect.
- One account must be designated as Deposit Type = Balance. A nightly job will monitor daily entries to ensure the account with the highest deposit order value is Deposit Type = Balance. Otherwise, the job will change the account automatically.
- The Human Resources database goes off-line daily, around midnight. There is approximately a two hour window daily when individuals will not be able to use ESS. Unscheduled system down time will be communicated via Inside Clemson.
- "Your Bank Information" as used in ESS means a bank, savings & loan, credit union, or similar establishment.
- Expense reimbursements issued via Accounts Payable will be 100% direct deposited into the account designated with the Deposit Type = Balance.
- Payroll and/or expense reimbursements will be deposited as authorized by the completion of ESS and will be accomplished by electronic funds transfer, covered by a number of regulations designed to safeguard the integrity of the employee's account. The funds deposited will be available to the employee for withdrawal by all usual means on the morning of the scheduled University payday for net pay and within 48 hours of disbursement processing for expense reimbursement.
- Clemson University assumes no responsibility for any relationship between the employee and his/her financial institution, except to accurately provide the employee's account numbers as given in ESS.
- Clemson University assumes no responsibility to issue a check to any employee whose direct deposit could not be processed due to the account being closed, or for any other reason, until the receiving financial institution has returned such deposit.