

Attention: All Faculty, Staff, and Student Employees

Beginning in November . . .

All Employees will be receiving Payroll Direct Deposit Notices via e-mail, they will no longer be delivered via U.S. Mail. Please be sure to log into your APSU e-mail account on your regular pay date beginning in November to check for your notices.

Reminder: *If you have just enrolled in Direct Deposit, your first payroll will prenote to your bank as a test of the account and routing numbers. Therefore, on your first payroll you will receive a check. If the prenote was successful, all subsequent payrolls will process as requested and your notifications will be received each payroll as stated above.*

Note: *You can also access your pay stub online by logging into your self service or one stop account.*

If you have any questions, please contact the Dept of Human Resources at Ext 7177.