

Eastern Washington University Election of Payroll Method

All non-student employees of EWU are required to receive their pay electronically via the Automated Clearing House (ACH) network. EWU offers two methods for receiving pay via ACH.

Option 1: The preferred method is to set up Direct Deposit. Direct Deposit is a highly secure and reliable method to automatically deposit your pay into your bank account on payday.

Option 2: Alternatively, a Payroll Debit Card can be issued as a means of receiving pay. Payroll Debit Cards also use the ACH network, but the funds are deposited onto a debit card rather than in a bank account.

Electing for payment via Direct Deposit is recommended, and the timeframe for establishing Direct Deposit in EWU's payroll system is approximately two weeks faster than establishing a Payroll Debit Card. Please use the following link to review pertinent disclosures related to the Payroll Debit Card option including associated fees and transaction limits:

<https://www.usbankfocus.com/documentLocator?docId=focusblack87265212disclosure>

You must establish Direct Deposit or request a Payroll Debit Card within your first month of employment at EWU.

Direct Deposit Setup: Direct Deposit can be easily set up through EagleNet by following the instructions on the [Direct Deposit Setup](#) document included in the orientation materials. The setup can be completed entirely by the employee, and no further forms are required.

Request a Payroll Debit Card: To request a Payroll Debit Card, please complete the [Request a Payroll Debit Card](#) form included in the orientation materials. The completed form must be returned to the Payroll Department by either (1) Secure electronic submission – go to <https://inside.ewu.edu/financialservices/office-of-controller/payroll/faq/> and follow the “How do I electronically turn in secured documents?” or (2) In-person at 322 Showalter Hall.