



CONTROLLER'S OFFICE

Date: December 14, 2009
To: University Travelers
From: Lorretta Leavitt
Subject: Direct Deposit (Electronic Funds Transfer) for Travel

I am pleased and excited to announce that the University is ready to issue payments to employees via electronic funds transfer (EFT) also referred to as direct deposit. We've been working with targeted groups over the last few months with great success.

***You may be wondering:** If I have already set up direct deposit in HR, do I have to do it again in AP? The answer is yes. Payroll checks are processed through the State of California. Travel payments are issued by the campus through our local campus bank account.*

Attached to this e-mail is the SDSU Direct Deposit Authorization Form to be completed with a blank, voided check attached and returned to Michelle Tanner, Accounts Payable (AD116). The documents should be secured in a sealed envelope marked confidential and preferably hand delivered to Michelle who can be found at the front desk.

Upon receipt of the completed form, we will enter the data into Oracle and then assure that the hard copy is secured and protected in a manner consistent with the standards and policies established by the CSU Information Security Management Program. Electronic data is also secured and protected in the same manner.

Once the payment has been created for transmission, you will receive an e-mail notification that replicates the information you currently see on the remittance portion of your paper check. Please note that Eudora does not display the remittance advice in a usable format, so you may want to consider providing an e-mail address that you use with either webmail or a different e-mail provider (Outlook works great) when you complete your authorization form. Those of you who bank with Wells Fargo, which is the University's bank, can expect to see your deposit within 24 hours of disbursement. For those who bank with other institutions, the expectation is 48 hours.

The authorization will remain in effect until the Accounts Payable office receives a completed change or cancellation request form from the receiver, or until the University notifies the receiver that electronic payments will no longer be issued. Sufficient time to complete transactions in process should be considered when submitting a change or cancellation request.

This process will expedite your receipt of travel reimbursements as all travel payments will now be either via direct deposit or be mailed out. We are no longer able to pull payments to be held for pick-up on campus.

Please don't hesitate to contact Accounts Payable (x40894) if you have any questions.