

TO: All Lafayette College Employees
FROM: Paul H. Zimmerman, Associate Vice President and Controller
DATE: May 29, 2009
SUBJECT: BUDGET SAVING AND GREEN INITIATIVE MEASURE

BUDGET SAVING AND GREEN INITIATIVE MEASURE:

- ✓ **Eliminate Printing and Mailing of Direct Deposit Stubs and Eliminate Mailing of Payroll Checks**
- ✓ **Advance the Use of Technology for Administrative Functions on Campus**

EFFECTIVE DATE: July 1, 2009

ESTIMATED SAVINGS: \$9,500 per year

In a continuing effort to reduce costs and in furtherance of the College's "green initiatives" plus advancing the use of proven technology for administrative uses on campus, effective July 1st, 2009, Lafayette College will no longer be printing or mailing employee Direct Deposit Stubs via US mail. Instead, employees will be able to view their payroll stubs via Self Service Banner (SSB), which is available to all employees.

For those employees receiving paychecks, effective July 1, 2009, paychecks will no longer be available for pick-up at the Cashier's Window by the employee (or by a supervisor for departmental distribution). All paychecks will be mailed via U.S. mail to the address on record with Human Resources from Lafayette College two days prior to the pay date. Please note that if your current paycheck address is a campus address we **strongly** urge you to change your paycheck address to your permanent residential address by submitting a change of address to the Human Resources department. This will prevent your personal and confidential pay information from being intermingled with your departmental mail.

Beginning July 1, 2009, a check replacement fee for the reissuance of a paycheck will be charged to employees who lose their check. This is the fee assessed by the College's financial institution.

REMINDER: All College employees are eligible and strongly encouraged to sign-up for direct deposit. Forms are available at the Controller's Office or in the Human Resources Office.

Some of the benefits of direct deposit are:

- Saves you time and it provides fast and convenient access to your funds. In most cases, your paycheck is available in your bank account the morning of payday. Eliminate running to the bank to cash or deposit your paycheck and avoid delays in the funds becoming available!
- Eliminates the possibility of your paycheck being lost or delayed by the US Postal Service, or being misplaced. Avoids potential fees for employees with lost paychecks.
- Provides a safe and secure way to receive your paycheck and reduces the possibility of identity theft because less of your personal information is in print.

By enrolling in direct deposit you can also support this important budget saving measure and the College's green initiatives!

If you have any questions regarding Self-Service Banner (SSB), please contact Janice Hoffman in the Human Resources Department at extension 5595.