

Introduction to “STOP DIRECT DEPOSIT NOTICE”

In January 2005, USNH introduced WISE, Web Information System for Employees, as the web-based information system for employees. WISE provides employees with on-line access to their current information as well as history such as pay stubs, benefit withholdings, tax and voluntary deductions, employment related information, and W2 forms.

Some employees who regularly access WISE, have asked to be able to stop receiving a paper direct deposit notice. As of **November 1, 2005** any employee receiving their wage payments via direct deposit may STOP receiving paper direct deposit notices by following the instructions below:

- Access the “USNH Payroll Direct Deposit Net Pay” form from: http://www.finadmin.unh.edu/controller/webicons/direct_deposit_form_net.pdf
- Print the form and complete the “Personal Information” and “Do Not Print My Direct Deposit Notice” sections. Be sure to sign and date the form.
- Send the paper form to your Campus Payroll office.
- An entry will be coded, once the Campus Payroll Office receives your request, which will halt the printing of the direct deposit notice.

What to do if you need a paper copy after you’ve stopped receiving the direct deposit notice? There may be times when a paper copy of a check is needed for personal business with banks or other agencies. On those rare occasions, you have the following two options; first you can always print the WISE pay stub or you can call your Campus Payroll office to request an image of your paycheck. Both options provide you with immediate access to reproduced documents.

You can depend on WISE as your link to on-line information – from anywhere at any time! You can access WISE through any Web service via <http://wise.unh.edu>.

Need help? If you need assistance accessing WISE, contact the CIS Helpdesk at 862-4242. You should contact your Campus Payroll Office if you have any questions or need additional information regarding your check information or stopping receipt of your Direct Deposit Notice.