USNH to Stop Printing Direct Deposit Notices

Effective September 18, 2009, employees will begin to receive e-mail notification each payroll when a direct deposit is sent to their bank. We are excited to be able to implement this change which continues USNH efforts to provide sustainable services and also meet important goals to reduce costs to the USNH Campuses and Departments while continuing to provide the highest quality and most efficient services to employees.

- **How will employees identify the e-mail direct deposit notification?** The subject line of the e-mail notification will be "USNH Payroll Direct Deposit Notification". In addition the e-mail will be sent from the following e-mail address, Payroll.DirectDeposit@usnh.edu.

- **Will the e-mail contain sensitive information, like the USNH ID, employee SSN or the employee's bank account number?** NO, this information will not be included in the e-mail notice. The notice will contain the payment date, the bank name and the amount of the deposit.

- **Will employees have access to their payroll stub detail?** The email notification will contain a web link to WISE (USNH's Web Information System for Employee) where the employee can access their payroll stub detail. Employees would logon to WISE, select Employee Services > Pay Information > Pay Stub > enter the Pay Stub Year > click on Details button to select the list of payments available to be viewed.

- **What can an employee do if they have not previously used WISE? Or, may have forgotten their password?** Employees should contact the CIS Help Desk for assistance at (603)862-4242.

We are excited to be providing this new electronic service to employees and hope that you will enthusiastically support USNH's efforts to provide sustainable cost effective services. Please contact the USNH Payroll Office (Payroll@usnh.edu or (603)862-1400) or your Campus Payroll Office if you have questions or need more information.