Direct Deposit Is Mandatory

The University of North Carolina system and North Carolina A&T State University established a policy mandating all employees receive their payroll related payments by direct deposit only.

As a condition of employment, you must enroll in the Direct Deposit Program.

How to enroll

- Complete an Enrollment/Change Form for Direct Deposit.
- Return the form to the Payroll Office.
- Attach one of the following items to the form:
  1. A photocopy of a check with your preprinted name and current address,
  2. A check marked “VOID” with your preprinted name and current address,
  3. An official Bank Form, certified and stamped by a banking official, that proves your account number and bank routing number, or
  4. A deposit slip for your account plus the bank routing number.

Address changes—preparing for W-2s

Carefully review the address on your pay check stub. The address on your stub will be used to mail your W-2 form for 2012. If the address is incorrect, you may provide the correct address at Human Resources, which is located at 1020 East Wendover Avenue.

Tax Form Changes

W-4 and NC-4 tax form changes can be completed or changed in the Payroll Office.

Accessing ‘Depnote’

To access your email notification of direct deposit (Depnote), when prompted key in the last four letters of your last name and the last four digits of your Social Security number.

Contact Information

Payroll Office
Dowdy Administration Building
Suite 305
Phone: 336-334-7888

PAYROLL SCHEDULE FOR THE HOLIDAYS

Thanksgiving Holiday
- End-month Payroll Pay Date: Friday, Nov. 30

Winter Holiday
- End-month Payroll Pay Date: Friday, Dec. 21
- Biweekly Payroll Date: Friday, Dec. 28*

*Dec. 28 is the last biweekly payroll for 2012. The university will be closed, and employees should make sure they are enrolled in the direct deposit program to ensure prompt payment.