

PAYROLL DIRECT DEPOSIT – How to Get Paid!

Snow College policy requires that all employees are to be paid by direct deposit to a bank or credit union account

Deadlines

Employees must set up direct deposit 10 days prior to payday to assure updates are processed prior to payroll run.

15th of the month (payday on 25th of month) – Student and hourly employees

Last day of month (payday on 10th of month) – Student and hourly employees

20th of the month (payday on last day of month) – Full time employees, adjunct instructors and all coaches

Employees who have not set up direct deposit will receive a paper check mailed to their permanent home address. The Payroll Office will then follow up to ensure that the employee sets up a direct deposit. If an employee fails to set up direct deposit 10 days prior to receiving their second check, the employee may be terminated.

How to Set Up Payroll Direct Deposit

1. Go to the MySnow portal – **snow.edu** → **hamburger menu** → **MySnow**
2. In the “Employee” box, click on the “Direct Deposit” button
3. Under “**Proposed Pay Distribution**”, click on “**⊕ Add New**”
4. Select “Create new” and complete all fields in the Bank information Fields:
 - a. Bank Routing Number – 9 digits only. Name of bank will then appear in the gray box to the right.
 - b. Account Number – this is NOT your 16-digit debit card number.
 - c. Account Type
 - d. Remaining Amount – to be used only for a second account if more than one account is receiving payroll direct deposit funds.
 - e. Amount or Percent – must be 100 Percent if only one bank account is receiving payroll funds.
 - f. Payroll Deposit – must be selected
 - g. Accounts Payable Deposit – recommended selection for student account refunds and employee expense reimbursement.
 - h. Click **Save**
5. You will receive an automated email indicating that a change has been made to your direct deposit.

FAQ

What if I am unable to log in to the MySnow portal?

Contact IT for assistance: jennifer.bigelow@snow.edu or 435.283.7099

Contact Helpdesk for assistance: 435-283-7777

Contact Us

Call: 435.283.7056 or 435.283.7069

Email: jan.tiatia@snow.edu, toby.andreasen@snow.edu or becky.welch@snow.edu

Visit: The Payroll Office is located on the Ephraim Campus in the Noyes Building – 2nd floor on the west end