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

Employee must set up direct deposit <u>10 days prior</u> to payday to assure updates are processed prior to payroll run.

> 5th of the month (payday on 15th 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 from the Richfield campus 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. Log in to your BadgerWeb account at snow.edu → Menu icon → badgerweb → BADGERWEB LOGIN or go directly to badgerweb.snow.edu
2. **Employee** → **My Employee Dashboard** → **Direct Deposit Information** (around the middle of the page)
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 BadgerWeb?
> Try the password reset link
> 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