November 9, 2011

To: Full & Part-time Faculty, Staff, and Student Employees Receiving Paper Payroll Checks

From: Merenda Tate, Assistant Director of Payroll

Subject: New Pay Card System to Replace Printed Pay Checks Beginning February 2012

As part of American University’s campus-wide initiative of going green, beginning February 2012, paper paychecks no longer will be issued. All full-time faculty, staff, and student employees have the option to receive their pay through either the university’s Direct Deposit program or, if you do not have a personal bank account, the TotalPay® card program.

Our records show you currently are not enrolled in the Direct Deposit program, so be sure to select one of the options below before January 13, 2012 (January 27, 2012, if you are a returning student).

**Option 1 - Direct Deposit to a Personal Bank Account:** As the *preferred* option, if you already have a personal checking or savings account, your pay will be delivered to that account via direct deposit every payday. To enroll in Direct Deposit, go to [myAU.american.edu](http://myAU.american.edu) and click Work@AU under the Personalized Links – HR/Payroll Connection – Payroll, and then click the Direct Deposit button. **Please follow all instructions. You will need to provide your bank account information when you enroll in Direct Deposit.**

**Option 2 - TotalPay® card** works the same way as a traditional debit card issued by banks to people with a checking or savings account. Your pay will be loaded onto your TotalPay® card account every payday, and you will have access to 100 percent of the funds in your account at any In-Network ATM nationwide or by using a Money Network™ check.

If you **do not** select Direct Deposit, or if you take **no action**, you automatically will be issued a TotalPay® card, and your pay will be deposited to it every payday beginning:

- February 3rd pay date for regular full- and part-time staff;
- February 17th pay date for part-time faculty and student employees; and
- February 29th pay date for full-time faculty and staff, and full time-students receiving stipends

To learn more about the TotalPay® card, please visit the Payroll Web site at: [http://www.american.edu/finance/payroll/TotalPayCard.cfm](http://www.american.edu/finance/payroll/TotalPayCard.cfm).
In addition to allowing you to have more control over your pay, Direct Deposit and the TotalPay® card offer a number of benefits:

- **Save money:** These payroll options give you instant and convenient ways to access your pay for free 24/7, with no check cashing and/or money order fees.
- **Keep it safe:** Your pay is deposited automatically into your account, so you will never have to worry about lost checks or stolen cash.
- **Eco-friendly:** These options require less paper, which helps to minimize environmental waste and pollutants.

Eliminating paper paychecks and opting for Direct Deposit or TotalPay® card helps us meet our goal of delivering your pay in the quickest and most secure way possible.

**Please note:** For adjunct faculty, no action will be required of you until you come back to campus to teach.

If you have any questions about either Direct Deposit or the TotalPay® card program, please contact me at x3515 or by e-mail at mtate@american.edu.

Cc: Carol Wisniewski  
    Director of Payroll