

**We're going GREEN**  
**We're going Paperless**



**Question: Why must Boston University employees sign-up for direct deposit?**

**Answer:** For many years, the vast majority of Boston University employees have been paid by direct deposit. In fact, you will be joining thousands of your coworkers who are already being paid by direct deposit. Many other Universities and businesses have eliminated paper pay stubs and have confirmed that electronic pay stubs are better for the environment, more efficient, secure and less costly.

**Question: How can I sign-up for direct deposit?**

**Answer:** You can easily sign-up on the [Employee Link](#) by selecting "Direct Deposit". A Kerberos password and a checking or savings account with a United States bank or credit union are required. You will need your bank account number and bank routing number (located at the bottom of your personal checks).

**Question: What do I do if I do not have a bank account?**

**Answer:** There are a number of local banks that offer free checking accounts, including several located steps from University offices: Bank of America, Century Bank, Citizens Bank, and the University Credit Union. Please see the [Preferred Banking Arrangements](#) guide on the Human Resources website for additional details.

**Question: What do I do if I change banks or get a new bank account number and I am on direct deposit?**

**Answer:** You can easily make changes on the [Employee Link](#) by selecting "Direct Deposit" and completing the requested banking information. A Kerberos password and a United States Bank checking or savings account are required.

**Question: How will I know when I have been paid by direct deposit?**

**Answer:** You should continue to review your bank account to confirm that your funds have arrived. In addition, every payday, you will receive an email from the Boston University Payroll Department, letting you know that your pay stub is available for viewing. You will no longer have to wait for a paper direct deposit pay stub.

**Question: How can I view my electronic pay stub?**

**Answer:** You can view your electronic pay stub on the [Employee Link](#) and select "view pay stub". You will have access to up to 18 months of your payroll information. To view another payroll period/date, simply "Select a pay period/check number", (located on the top left of the electronic pay stub) select the date and then select "change paydate/itemization".

**Question: I am paid weekly. The paper pay stub had my sick and vacation totals on the top of the stub. Where can I see these totals on the electronic pay stub?**

**Answer:** You can view your sick and vacation totals on the electronic pay stub directly under your detailed pay for the week. If for some reason you do not see the details---select "change pay date itemization" and you will now be able to see the full detail.

**Question: Why am I asked for my password so often?**

**Answer:** To ensure the security of your personal information, you may be asked to input your password multiple times. Please remember **you must never let anyone else know your Boston University password!**

**Question: Why doesn't my name and social security number show on my electronic pay stub?**

**Answer:** For your security, your name and social security number does not display immediately on your electronic pay stub. You can view your pay stub with your name and the last 4 digits of your social security number on the [Employee Link](#) and select "view pay stub". Next, select "Option to display all identification" and follow the prompts. You can then print your pay stub.

**Question: I see only summary information. How can I see my payroll detail?**

**Answer:** Select the "itemized" button next to each total. Next, select "Option to display all identification" or "change paydate/itemization".

**Question: I am applying for a mortgage. How do I get a copy of my pay stub?**

**Answer:** You can view your electronic pay stub on the [Employee Link](#) and select "view pay stub". Next, select "Option to display all identification" and follow the prompts. You will then be able to print a copy of your pay stub for your bank or lender.

**Question: Whom should I contact if I have any further questions about the electronic pay stub?**

**Answer:** Charles River Campus employees may contact the Payroll Office at 617-353-2270  
Medical Campus based employees may contact the Payroll Office at 617-638-4539