

SEATTLE UNIVERSITY

DIRECT DEPOSIT FORM FOR STUDENTS

(Complete and return this form to Seattle University, Payroll Office, 901 12th Ave., Seattle, WA 98122-1090, by the 3rd or 17th of the month, in order for the direct deposit to be effective for that pay period)

Date:
Student Name:
Seattle U ID:
Dept:
Cell Phone:
Address:

I authorize SU and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my checking/savings account each payday. This authority will remain in effect until I have canceled it in writing.

I wish to:

Enroll in the Seattle University Direct Deposit Plan, using the financial institution, branch, and account specified below (please attach a voided check or write the requested information below)

Change financial institution, branch or account. Please stop sending my paycheck to the financial institution previously designated. Instead, send direct deposit to the institution specified below (please attach a voided check or write the information below)

Cancel my enrollment in the Direct Deposit Plan. My paycheck will be mailed to my current mailing address.

STUDENT'S SIGNATURE:

STUDENT:

ATTACH A VOIDED CHECK FOR VERIFICATION OF FINANCIAL INSTITUTION. IF NO CHECK, COMPLETE THE INFORMATION BELOW

BANK NAME: _____

ROUTING NUMBER: _____

ACCOUNT NUMBER: _____

Student Employee Agreement Form

POLICY REMINDERS:

1. Your new hire paperwork is due back to the SFS desk within **three days** of your effective hire date.
2. If you encounter any payroll or Webtime issues, notify your supervisor and payroll (email Karen Yaguchi yaguchik@seattleu.edu) as soon as possible.
3. According to the policy established by Seattle University, student employees enrolled over half-time may work **no more than twenty hours per week** while school is in session. NO EXCEPTIONS.

ARE YOU WORKING REMOTELY?

If yes, specify which state you are working remotely from below

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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I am working remotely from: _____

ARE YOU CURRENTLY EMPLOYED IN ANY OTHER POSITIONS ON CAMPUS?

If yes, please specify below

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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First and last name of supervisor Department

First and last name of supervisor Department

First and last name of supervisor Department

HAVE YOU COMPLETED FERPA TRAINING? *FERPA training is required, if you have not previously completed the training please complete within 3 days of hire*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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<https://websecure.seattleu.edu/FERPA/>

I have read and understood the above policies and have answered the questions accurately to the best of my knowledge.

****Signature of student: _____ Date Signed: _____****