

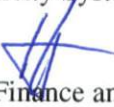


SOUTHERN UNIVERSITY AND A & M COLLEGE SYSTEM
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE
VICE PRESIDENT FOR
FINANCE AND BUSINESS AFFAIRS
AND
COMPTROLLER

TELEPHONE: (225) 771-5550
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To: All Southern University System Employees

From: Kevin Appleton 
Vice President for Finance and Business Affairs
Southern University System

Date: March 29, 2011

Re: Mandatory Direct Deposit

In accordance with LA Revised Statute 39:247, the Southern University System, effective May 1, 2011 will pay all employees through mandatory direct deposit. Direct deposit of pay is now considered a condition of employment, and Southern University will not submit job offers to prospective employees who are not willing to receive their wage and compensation electronically.

The use of direct deposit will result in cost savings to the University, eliminate the risks of lost or stolen checks, facilitate the timely deposit of paychecks regardless of vacation, illness, school or facility closures, and provide many other benefits both to you as an employee and the University.

All employees who are currently receiving paper checks are required to complete a Direct Deposit form and submit it to the Human Resources Department prior to May 1, 2011. You may use the bank of your choice for direct deposit or you may use one of the banking institutions that is partnering with the University in this effort, the Southern Teachers and Parents Federal Credit Union or Chase Bank. Both are willing to provide free checking accounts and debit cards for any Southern University employee who participates in direct deposit of \$500.00 or more.

Effective May 31, 2011, payroll checks will no longer be produced for employees who have not complied with these provisions. Wage and compensation payments will be placed in a holding account until such time that the employee completes a direct deposit enrollment authorization form and forwards the form to the Human Resources Department.

Please be reminded that any employee who fails to timely complete and submit a Direct Deposit form to the Department of Human Resources prior to May 1, 2011 will not receive wages and/or compensation. The employee's wages will be placed in a holding account until such time as the process is completed to establish direct deposit.

Thank you for your cooperation as we continue to streamline processes and improve the services we provide to all of our customers.

Attachment: Direct Deposit Enrollment Form