# Direct Deposit and Electronic Pay Stubs

**Direct Deposit**
The Direct Deposit (Payroll Express) program is available to employees who wish to have their check automatically deposited to the bank of their choice as long as the bank is a member of the National Automatic Clearing House Association.  Most banks are members. Contact your bank directly for more information.

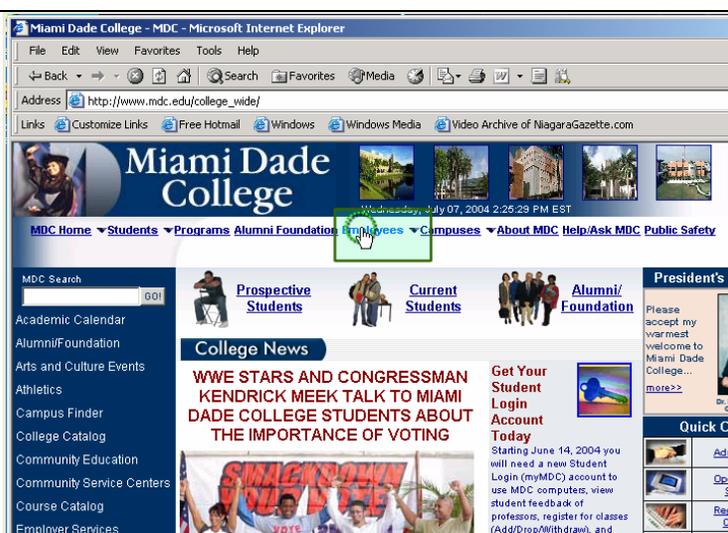The forms for enrolling in the Direct Deposit program is located on the HR Web page and linked below.

https://www.mdc.edu/hr/Benefits/DirectDeposit/

**Electronic Pay Stubs**
Paper Direct Deposit notification will continue to be delivered until December 30, 2004.  Fulltime employees with direct deposit can view Pay Stubs on the MDC Web from the Employee Portal Page.    A step-by-step guide for viewing your online Pay Stub is available below.  It is also available as an animated tutorial at –
http://www.mdc.edu/ctd/viewlet/paystub/payinfo.swf
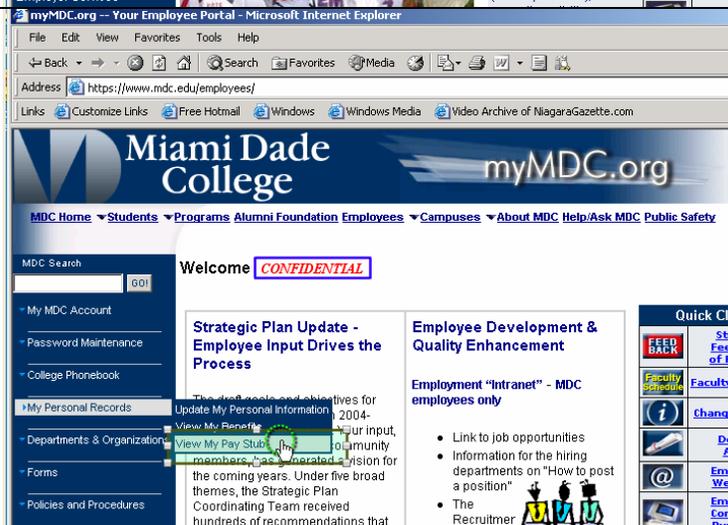
| | |
|---|---|
| To Access your Pay Stub, click the **Employee** link on the MDC Web Page.<br><br>*Note - You must be logged on to the computer with your login name and password to access the Employee Portal.* |  |
| From the My Personal Records link on the navigation menu, click **View My Pay Stub** |  |

From the Pay Stubs page, select the date of the Pay Stub to be viewed, the click **View Pay Stub**.

You can also print Your Stub if you choose.   From the Menu choose **File/Print.**

You can also save your file. From the Menu choose **File/Save As**.   The paystub will be saved as a Web Page. Be sure to change the name of the file (see sample)  and to save it to a located you will remember.  You might want to make a folder for PayStubs. See a CTD Lab Technician during Open Lab hours if you would like help with this process.

*Note – you can view past pay stubs back to Sept. 2003 if you have been enrolled in direct deposit.*
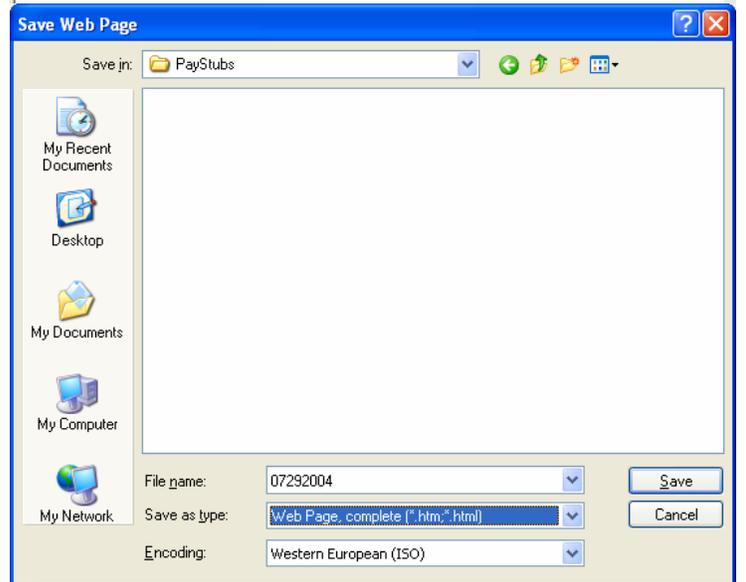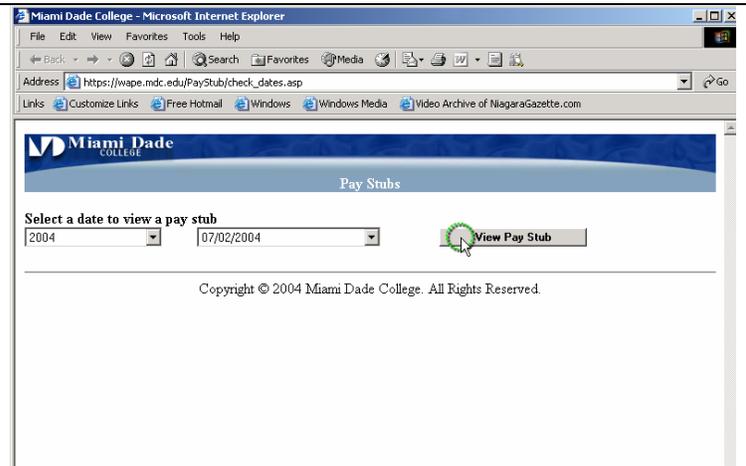
All information normally found on the paper stub is available. Additional information includes leave balances shown in hours and days.