

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: 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: 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: Why doesn't my name, bank account information 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 Self-Service \(ESS\)](#) and select "view pay stub". Your bank account information has been intentionally masked for your security. You can then print your pay stub.

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 Self-Service \(ESS\)](#) 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.