

Washington College
Authorization for Direct Deposit of Payroll
Acknowledgment of College Employment Policies
Accessing Pay Advices Online

New Agreement

Change Agreement

Please print all information:

First

Middle

Last

_____-_____-_____
Social Security #

I hereby authorize my employer, Washington College, and the depository institution(s) named, to initiate credit entries and to initiate, if necessary, debit and adjustments for any credit entries in error to the account(s) indicated below. I understand that this authorization of direct deposit is to remain in effect until the Human Resources Department has received written notification from me of termination or change of the account(s) listed in such time and in such manner as to enable both the Human Resources Department and the Bank(s) to act on the notification.

Additionally, I hereby acknowledge constructive receipt of and agree to comply with College policies, as may be revised from time to time, published in the Faculty Handbook at http://provost.washcoll.edu/pdf/faculty_handbook.doc or the Staff Handbook at http://hr.washcoll.edu/newemployees_staffhandbook.php or the Student Employment Handbook at <http://hr.washcoll.edu/studentemployment.php>

Employee Signature

Date

Direct Deposit Account

Select One:

Checking

Savings

Attach original or photocopy of **voided check OR savings deposit slip** for savings account below.

Jane A. Doe		3680
1000 Main St.		Date _____
Anywhere, USA 10001		
PAY TO THE ORDER OF _____		\$
MEMO _____		DOLLARS
_____ X _____		
⑆ 123456789 ⑆ 11484620040 ⑆ 3680		
Transit/ABA No.	Account No.	

TO ACCESS PAY ADVICES ONLINE:

- On Internet Explorer or Firefox - Go to Washington College Home Page at <http://www.washcoll.edu>
- Click on Log In - top right
- Click on "Web Advisor" in the top right hand corner under Online Services
- Click on Log In tab - top right
- Under User ID:
 - Enter individual email log in: (example: sjones2)
 - Enter individual email password
 - Click on: Submit
- Click on Employees
- Select option you wish to view (pay advices or other options)

REMEMBER TO LOG OUT, WHEN YOU FINISH VIEWING YOUR INDIVIDUAL DOCUMENTS, BY CLICKING ON LOG OUT TAB.