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**TO:** Staff and Faculty of Loyola Marymount University and Loyola Law School

**FROM:** Payroll Manager

**SUBJECT:** Automatic Direct Deposit

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Automatic deposit of your payroll check to your checking and/or savings account(s) is available through our payroll system. **Please complete the Direct Deposit Authorization Form and return it to the Payroll Office; make sure to contact your banking institution for the correct Transit/Routing number.**

The data needed to accurately transmit your earnings is best obtained from a representative from your banking institution. Please request the Account number(s) and Transit Routing number(s) from them.

Once the completed form has been received by the Payroll Office, your request will be processed on the next available payroll cycle. Upon entry of your banking information into our payroll system, a pre-note process commences. This process takes approximately one full payroll cycle. For example, if we input your banking information during our January 15<sup>th</sup> pay date, it will go through the pre-noting process on that payroll, *then* on the January 31<sup>st</sup> pay date, your direct deposit would be in effect. You will continue to receive a “live” check until the direct deposit is in effect.

Please note that if your banking information comes back rejected for any reason through the pre-note process, this could delay your direct deposit implementation. If you have any questions regarding your direct deposit, please contact the Payroll Office at 310-338-2713.