

## **PAY OPTIONS FOR NEW HAMPSHIRE EMPLOYEES**

There are three ways to receive your pay. You are free to choose any method. Your election will be administered through \_\_\_\_\_. For any option you choose you will continue to receive a paper statement that lists your earnings, deductions, taxes and net pay. You may elect to change to any pay method at anytime without penalty.

### **1. PAPER CHECK**

If you elect this method, a payroll check will be issued to you each payday.

### **2. DIRECT DEPOSIT**

Direct Deposit allows payroll to deposit your paycheck funds directly into your bank account for you. To elect the Direct Deposit option you need to complete the Direct Deposit Authorization form and provide your manager with your banking information.

### **3 PAYROLL DISTRIBUTION SERVICE (PAYCARD)**

offers a payroll distribution service which allows you to access your wages free of charge in several different ways, including an ATM/debit card, and self-issues convenience checks. If you elect this method, you will receive an enrollment packet that contains all the terms, conditions and benefits of this payroll distribution option, including a fee schedule for those transactions that generate a fee. If you wish to review the enrollment materials before making your election, simply ask your supervisor for a copy. To elect this option, you need to complete the Paycard Authorization form.