Changes Coming to Paycheck Distribution
A Question & Answer Guide for Employees and Managers on Upcoming Changes

Q: What’s Changing?
A: If you are an employee who receives a paper paycheck or a paper direct deposit form, you will begin receiving these items through U.S. mail at the address indicated on your Form W-4. This new change will start with the Oct. 9, 2015, biweekly payroll and the Oct. 30, 2015, monthly payroll.

Student workers who do not elect to sign up for direct deposit by Sept. 30, 2015, will be required to pick up their pay check from the Center for Career Services, located at Marvin Center, 800 21st St., NW, Suite 505.

Q: Should I consider signing up for direct deposit?
A: Direct deposit is the safest and most convenient way to receive your pay. Direct deposit ensures your pay is always available on payday. Sign up is easy. Go to GWeb Information and enter your checking/savings account information or complete a Direct Deposit Request Form, found on the Payroll Services website http://payroll.gwu.edu, and send it to Payroll Services or the Faculty Staff Service Center (FSSC).

Q: If I continue receiving a paper paycheck, is the new process more efficient for me?
A: Yes. The payroll department will ensure your paycheck is in the mail before payday, with an estimated arrival at your home on payday.

Q: What happens if my check gets lost or stolen?
A: If you believe your check is lost or stolen

- First notify Payroll Services that your check wasn’t received.
- You will be required to complete a “Paycheck Stop Payment Authorization” form, and then payroll will notify the bank to place a stop payment on the check.
- Once confirmation is received from the bank (up to 24 hours), payroll will re-issue the check and mail it to your W-4 address.

Once a stop payment is placed on a check it will not be reversed, you must wait for the re-issued check.

Q: What happens if I want to change my W-4 address?
A: The W-4 address on file for you is currently showing on the front of your paystub. Please review this address and make any necessary corrections no later than Sept. 30, 2015. Corrections can be made online using the GWeb Information System at http://banweb.gwu.edu or by completing a new Form W-4, which can be found on the Payroll Services website at http://payroll.gwu.edu/payroll-forms.

Q: Where do I go if I need assistance signing up for direct deposit?
A: For questions regarding direct deposit, please call Payroll Services at 571-553-4419 or you can visit the FSSC located on the 1st floor of Rice Hall.

For Managers

Q: What happens to the payroll check distribution report that I used to receive from FSSC on payday?
A: The check distribution report is being consolidated with the labor distribution report, which has been automated and is available to designated employees via the University Data Warehouse. Contact your Finance Director for access to this report.