

Kellogg Community College  
Payroll Direct Deposit Program  
General Information

The designated financial institution must be a member of the National Automated Clearing House Association (NACHA). Over 95% of all U.S. financial institutions are members of NACHA and able to receive direct deposit transactions.

- ✓ Once you turn in the form, a prenote will be sent to your financial institution on your next payday to verify account and routing numbers. Once it clears, your direct deposit will begin the following payroll.
  
- ✓ You will be able to view your pay advice through the Web Portal on KRIS the Wednesday before pay day. Student employees will receive a pay advice through their KCC email a few days before payday.
  
- ✓ Your funds are available when your financial institution opens the day before payday.
  
- ✓ Your net pay can be deposited into either your checking or your savings.
  
- ✓ If you need to change banks or accounts be sure to allow 10 days after you submit the form for the change to take effect. Keep your old account open until the change has been made.
  
- ✓ All K.C.C. employees are eligible.

• Confidential!

• Free!