Direct Deposit Paystub Policy

With the new release and enhancement of my.whittier, College employees will now be able to view/download their direct deposit paystubs, as similar to the actual direct deposit paystubs that the Payroll Office produces. This new enhancement replaces the issuance and delivery of hard copy direct deposit paystubs. In the month of August 2019, College employees can view and/or download past and current direct deposit paystub(s) through my.whittier.edu. The Payroll Office will send notifications via email to employees informing them about paystub availability though my.whittier.edu. All College employees should have login credentials (username and password) to access their my.whittier.edu. Employees who need a username and/or need to reset their password will need to contact the IT Helpdesk at extension 4287 for assistance. Note, leave balances will no longer be displayed on the direct deposit paystubs. Leave balances (vacation and/or sick) will be displayed on the front page of the employee's dashboard on my.whittier.edu.

Termination

Upon separation of employment, an employee's direct deposit account will become inactive, as well as their College login credentials, therefore, the employee will be provided with a live final paycheck on their last day of employment. Former employees who no longer have access to their College login credentials can request copies of their previous direct deposit paystub(s) from the Payroll Office and should expect a turnaround time of 3-5 business days.

Shared Work Station

Employees who share the same desktop computer are encouraged to not save their PDF direct deposit paystub(s) on the desktop or in any non-secure files on the shared computer to maintain privacy.

Downloading/Printing

If an employee needs to download and/or print their direct deposit paystub(s) and does not have access to a printer in their work station, the employee is able to print their direct deposit paystub(s) at the Payroll Office. Appointments are required before coming to the Payroll Office to ensure that payroll personnel is available to assist the employee.