



TO: Faculty Members and Graduate Assistants
FROM: James Barbret, Controller
DATE: October 21, 2015
RE: Direct Deposit for October 21, 2015 Paycheck

Early this morning, we were alerted to an issue with the direct deposit file for the October 21 paycheck. There was an error in the posting date of the direct deposit. This error only affects those individuals who:

1. Hold 9-month appointments, and,
2. Are not on the 9-month deferred schedule, and,
3. Utilize the direct deposit function; those individuals receiving "paper checks" are not affected.

We have contacted our bank and have taken the necessary steps to correct this situation. We have received assurances that the corrections will be processed today. **However, there is the potential that the correction will not reach your banking institution today.** If your check is deposited into a Comerica account, it will be posted today. Other institutions may experience a one-day delay.

WSU will reimburse individuals for any additional banking charges/fees associated with this error. Reimbursement will be made through a central account. Further details will be forthcoming on this process.

We apologize for any inconvenience you may have experienced in this matter. If you do experience a problem or need additional information, please contact Anna Robinson at 7-6941.