

New Pay Procedure for Unrepresented Student Employees, Effective August 9, 2011

Effective August 9, 2011 unrepresented students (Personnel Policy, 99) hired for positions at UCB will only have the option of direct deposit to their bank account *or* the TotalPay Visa® logo debit card. As a student employee, you should be prepared to select the form of electronic pay every time you are appointed to a UCB position and will be asked to sign-up for electronic pay during the hiring process with your Payroll department.

Your Pay Options: Direct Deposit or TotalPay Card

Direct Deposit (no fees)

Your money is electronically deposited into the bank account of your preference on payday.

TotalPay Visa® Logo Debit Card (some fees may apply)

You will receive a visa logo debit card (requires activation upon receipt) loaded with your pay each payday

Free Services (for additional information refer to link listed below)

- No monthly maintenance fee
- One free over-the-counter withdrawal from any Visa member bank per pay period. You can withdraw up to the full amount for your pay or current balance on your card
- Online self-service including balance inquiries, transaction history and Visa bill pay services
- Monthly statements online or by mail
- Able to make purchases and pay bills everywhere Visa® debit cards are accepted
- Unlimited ATM withdrawals from All-point logo ATM machines (*fees apply if using non-All-point ATM machine*)
- Two free internet access money transfers per month to other accounts
- Online bill pay service. Eliminates the need to buy cashier's checks or money orders
- Text message balance alerts. *Standard fees may apply from carrier*
- Point-of-sale purchases. Anytime you use your Visa debit card for point-of-sale purchase (i.e. grocery or department stores) there is no fee. You can even request cash back without fees

Fee Services (for additional information refer to link listed below)

- Card replacement fee \$10.00
- Overdraft fee \$10.00
- Copies of previous statement mailed \$1.50
- ATM withdrawals from non-Allpoint machines \$2.00
- Text message balance alerts. *Standard fees may apply from carrier.*

For a complete list of card transaction fees and services access the link below

- <http://controller.berkeley.edu/payroll/PayOptions/DetailedFees.htm>

For a list of AllPoint ATM access the link below

- <http://locator.allpointnetwork.com/>

How to sign up for Electronic Pay

For detailed information regarding your electronic pay options and for step-by-step instructions on signing up online for direct deposit or the TotalPay card, go to <http://controller.berkeley.edu/payroll/PayOptions/index.htm>.

You may also enroll by completing a form at Central Payroll or at your department payroll unit.

If you select direct deposit, you will need to provide a voided check or your bank account and routing number (your personal bank should be able to provide this information to you) or you may sign up online (<http://controller.berkeley.edu/payroll/PayOptions/index.htm>).

There is no action required if you are currently signed up for direct deposit or the TotalPay Card and you have continuous UCB employment with no break in service.

For questions or additional information, please email payhelp@berkeley.edu.

Jean Nordstrom
Director of Central Payroll