To:           Department Heads and Departmental Payroll Representatives
From:         Robin P. Miller, Assistant Controller
              Disbursement Services
Subject:      Mandatory Direct Deposit for Students
Date:         October 7, 2008

In our efforts to support changes in federal requirements related to work study funds, we will implement mandatory direct deposit for all students (work study and non-work study) receiving compensatory payments on the biweekly or monthly payrolls effective October 15, 2008. New hires as of October 1, 2008 should be enrolled in Direct Deposit at the time of hire. Students who are currently on the Payroll who do not have direct deposit should enroll by November 17, 2008. As a reminder, direct deposit is available for all financial institutions in the continental United States. As a result, students are not restricted to local bank accounts.

In addition to the convenience of direct deposit, all students receiving compensatory payments can utilize the features of the Employee Self Service tool Duke@Work which is available 24 hours per day, 7 days per week. The options available include updates/changes to withholding forms for federal and state taxes, address changes, as well as direct deposit enrollment and changes.

Please assist us with this implementation by asking each of your students to log in to Duke@Work and complete the direct deposit form electronically. You may forward this communication to your students to apprise them of this change. We will monitor the results and follow up with each department who has students that have not yet enrolled.

In order to ensure this process is completed for all newly hired students, departments should incorporate this step with the hiring process. Corporate Payroll Services will run routine reports to ensure all students are supporting the new policy. Reports reflecting students who continue to receive checks will be distributed to Department Payroll Representatives on a bi-monthly basis. Those departments for whom all students have direct deposit will receive no follow up reports.

We appreciate your participation and support with this important initiative. Please feel free to contact our Corporate Payroll Services team at 684-2642, if you have any questions or need assistance.