ATTENTION!

If you are not already participating in direct deposit for your payroll, the way you are receiving your payroll will be changing.

The Nevada System of Higher Education Board of Regents approved a policy change at their September 2013 meeting mandating electronic payroll delivery. Employees that are not already enrolled in direct deposit should do so through employee self-service (instructions attached).

NSHE is in process of implementing a payroll VISA debit card program that will replace paper paychecks for employees that do not enroll in direct deposit. NSHE has contracted with Bank of America to provide the payroll VISA debit card program which will replace paper paychecks beginning in March 2014 and more information about the debit card program will be distributed as the implementation proceeds.

We are excited to be bringing the debit card program to payroll. In addition to having the ability to ‘cash out’ the payroll debit card at the bank in essentially the same manner as cashing a paycheck, payroll VISA debit cards also offer employees conveniences such as ATM access and the ability to make retail purchases where VISA is accepted. Nonetheless, we understand that employees may prefer to enroll in our traditional direct deposit program which will continue unchanged.

If you are already enrolled in direct deposit, you do not need to take any action to keep receiving your payroll as you do now. However, beginning March 2014, employees that have not enrolled in direct deposit will be issued a Bank of America VISA payroll debit card.

IF YOU ARE NOT ALREADY ENROLLED IN DIRECT DEPOSIT, TAKE ACTION NOW!

 signage up for direct deposit using employee self-service (instructions attached):

https://mustang.nevada.edu/hrip/unlvlog.htm

If you require assistance enrolling in direct deposit, please call the Payroll Office at 895-3825.

For other questions, please contact: ControllerFeedback@unlv.edu
Direct Deposit
Sign up through Employee Self Service

Employee Self Service (ESS) Instructions
To access Employee Self-Service you will need your Employee ID number, email address and PIN (for new users). Your Employee ID number is located on each pay advice you receive or you may call Payroll for assistance at 702-895-3825. To access ESS please log on at: https://mustang.nevada.edu/hrip/unlvlog.htm

Directions:
1) The Home page of Employee Self Service has three quick links: The second quick link is “Go Paperless >>Direct Deposit”.

2) After selecting the link, under Disbursement Choices select “Direct deposit/Web advice only-PAPERLESS”.
3) Enter your Bank Route # (also called ‘routing’ number or ‘ABA’ number), Acct#, and choose your Account Type.
4) Select “Continue” and you will have an opportunity to review your entries, then select the “Enter” button at the bottom of the page.
5) You will see a message that says, “Your transaction was successful!”

Other features available in Employee Self Service:

‘Payroll’ tab:
- Change W4 (tax withholding) information
- Sign up for electronic delivery of your W-2 tax statement
- View and print your W-2
- View and Print payroll advices

‘Personal’ tab:
- Update home address and email address
- Update emergency contact information

If you have any questions or require assistance enrolling in direct deposit, please call the Payroll Office at 895-3825.