

# Northeastern University

## HUMAN RESOURCES

Effective Date: April 2, 2014

Date Revised:

Supersedes:

Related Policies:

Responsible

Office/Department: Human  
Resources Management

Keywords: direct deposit;  
paycheck

## Policy on Direct Deposit of Pay

### I. Purpose and Scope

In keeping with a consistent, cost-effective fiscal policy, Northeastern University has adopted a policy requiring Direct Deposit.

### II. Definitions

Direct Deposit is the process of automatically transferring pay into an employee's personal account(s) at financial institution(s) via an electronic payment system.

### III. Policy

The University will pay all employees via Direct Deposit. Rather than receiving a hard copy paycheck, the employee's net pay is automatically deposited into an account at the financial institution of the employee's choice.

### IV. Additional Information

The direct deposit form is located on the [Human Resources website](#).

Employees can view their pay information online by logging into MyNEU.

### V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230;  
[HRMInfo@neu.edu](mailto:HRMInfo@neu.edu)