

# PAYROLL DIRECT DEPOSIT – How to Get Paid!

**\*Snow College policy requires that all employees are to be paid by direct deposit to a bank or credit union account\***

## Deadlines

Employee must set up direct deposit 10 days prior to payday to assure updates are processed prior to payroll run.

5<sup>th</sup> of the month (payday on 15<sup>th</sup> of month) – Student and hourly employees

20<sup>th</sup> of the month (payday on last day of month) – Full time employees, adjunct instructors and all coaches

Employees who have not set up direct deposit will receive a paper check mailed from the Richfield campus to their permanent home address. The Payroll Office will then follow up to ensure that the employee sets up a direct deposit. If an employee fails to set up direct deposit 10 days prior to receiving their second check, the employee may be terminated.

## How to Set Up Payroll Direct Deposit

1. Log in to your BadgerWeb account at snow.edu → Menu icon → badgerweb → BADGERWEB LOGIN or go directly to [badgerweb.snow.edu](http://badgerweb.snow.edu)
2. **Employee** → **Pay Information** → **My Employee Dashboard** → **Direct Deposit Information** (around the middle of the page)
3. Under “**Proposed Pay Distribution**”, click on “**⊕ Add New**”
4. Select “Create new” and complete all fields in the Bank information Fields:
  - a. Bank Routing Number – 9 digits only. Name of bank will then appear in the gray box to the right.
  - b. Account Number – this is NOT your 16-digit debit card number.
  - c. Account Type
  - d. Remaining Amount – to be used only for a second account if more than one account is receiving payroll direct deposit funds.
  - e. Amount or Percent – must be 100 Percent if only one bank account is receiving payroll funds.
  - f. Payroll Deposit – must be selected
  - g. Accounts Payable Deposit – recommended selection for student account refunds and employee expense reimbursement.
  - h. Click **Save**
5. You will receive an automated email indicating that a change has been made to your direct deposit.

## FAQ

What if I am unable to log in to BadgerWeb?

Try the password reset link

Contact IT for assistance: [jennifer.bigelow@snow.edu](mailto:jennifer.bigelow@snow.edu) or 435.283.7099

Contact Helpdesk for assistance: 435-283-7777

## Contact Us

Call: 435.283.7056 or 435.283.7069

Email: [jan.tiatia@snow.edu](mailto:jan.tiatia@snow.edu), [toby.andreasen@snow.edu](mailto:toby.andreasen@snow.edu) or [becky.welch@snow.edu](mailto:becky.welch@snow.edu)

Visit: The Payroll Office is located on the Ephraim Campus in the Noyes Building – 2<sup>nd</sup> floor on the west end