

OSU Paperless Pay Initiative

Frequently Asked Questions

Background Info:

Starting early in 2004, The Ohio State University will begin converting to a paperless system for all paychecks and "advices" (pay stub information) for each and every faculty, staff and student employee. Ohio State is in the process of creating enhanced electronic pay options to reduce the number of printed paychecks and convert to a paperless system by the end of 2004.

The two main options for employees to receive their pay will be via [direct deposit](#) into a bank account of their choice or into a secure account maintained by a private company that is linked to a "pay card," which will be similar to a debit card. "Advices" (pay stub information) will be available via the Web and via touch-tone telephone through an interactive voice response (IVR) system.

Ohio State is currently accepting bids for an outside vendor to provide the online and phone services. After a vendor is selected, it could take anywhere between six months to a year before full implementation is completed at the university and Medical Center.

How Soon Will The New "Paperless Paycheck" System Be Implemented?

Starting early in 2004, The Ohio State University will begin converting to a paperless system for all paychecks and "advices" (pay stub information) for each and every faculty, staff and student employee.

Ohio State began accepting bids for an outside vendor in November 2003 to provide the online and phone services. After a vendor is selected, it could take anywhere between six months to a year before full implementation is completed at the university and Medical Center.

What Will Be My Options For Getting Paid Under The New System?

Under the new system, Ohio State employees will receive their wages in one of the following ways:

1. an employee will receive payment via [direct deposit](#) into the existing, personal bank account of their choice; or
2. an employee can receive payment via direct deposit into a special, secure account set up and maintained by a private company. This account will be linked to a "pay card" (similar to a debit card) that has been produced by the private company especially for OSU.

Employees who do not have a bank account for direct deposit and who refuse to use a "pay card" would have their paychecks mailed to their home on payday.

What Are The Advantages Of Not Printing Paper Checks Anymore?

After initial start-up costs, the university is expected to save significantly as all costs associated with purchasing paper and printing for paychecks will be eliminated. Savings also will be incurred by the amount of time saved when the tasks of sorting, managing and distributing checks are eliminated, as well as tasks related to reissuing lost or stolen checks or dealing with checks that were never picked up.

The new system will also allow employees to enter changes in their own personal data as needed, such as a change in home address, which should reduce some of the data errors incurred when departments and OHR enter the information.

The paperless system has a number of advantages, including:

- reduced costs for the university,
- eliminate costs of express mail, stop payments, and lost paychecks,
- protection of our natural resources through reduced paper consumption,
- less time spent waiting in line to get your pay check cashed on payday,
- streamlined several processes for human resources professionals campus-wide, and
- easier access to information for employees.

Through online [direct deposit](#), employees also will have the option of depositing pay into multiple accounts, a choice not currently available.

How Will I View The Pay Information That Is Currently Printed On My Pay Stub?

Through a secure website, an Ohio State employee will be able to access their pay stub information online at any time to verify his or her pay amount, sick leave balance, vacation balance, etc. In addition, employees will be able to view a 12-month history of their pay stubs, annual pay summaries for the past three years, and print copies.

Those without Web access can check on their pay information via touch-tone telephone through an interactive voice response (IVR) system. In special cases, a printed copy of an "advice" (pay stub information) could be faxed to an employee at no cost.

Will My Pay Information Still Be Kept Private?

Yes. Privacy and security is an understandable concern when dealing with personal information on the Web. All activity and pay data within personal accounts will be protected by multiple levels of security. Each employee will choose their own access code in order to view their pay data. All pay information and account activity on the Internet will be protected by industry-standard SSL encryption.

The company who administers the electronic version of your pay stub information will not resell, distribute, or disclose personal information like salary amount, addresses, and/or social security numbers to third parties for use in mailing lists, by telemarketers, et cetera.

If I Don't Have A Bank Account, Then How Will I Get Paid?

Accommodations will be made for faculty and staff who do not have bank accounts. Employees who do not have a bank can choose to receive their pay on a "pay card," which will function similarly to a debit card. They would be credited the amount of the paycheck each month and it would be impossible to overdraw. This would also mean that employees without a bank would no longer need to pay check-cashing fees.

Using their "pay card," the employee would make cash withdrawals at either an Automated Teller Machine (ATM) or would execute debit transactions directly at Point-Of-Sale (POS) locations such as grocery stores, drug stores, or gas stations.

A pre-determined number of transactions on the "pay card" would be permitted at no cost and a one-time full withdrawal of payment will also be allowed at no cost to the card user.

Employees who do not have a bank account for direct deposit and who refuse to use a "pay card" would have their paychecks mailed to their home on payday.

What If I Don't Have Access To The Web?

We recognize that there are a number of people who do not have Web capabilities in their homes, but it is also true that more and more people have access to a computer, even if they don't own one themselves.

If someone is not able to access "advices" (pay stub information) on the Web, an interactive voice response (IVR) system, accessible by touch-tone telephone, will be available to everyone. By calling a special number and entering an access code, an OSU employee will be able to verify his or her pay amount, sick leave balance, vacation balance, etc. In special cases, a printed copy of an "advice" (pay stub information) could be faxed to an employee at no cost.

The Office of Human Resources will also be prepared to provide additional assistance and training to those who need it.

Will "Off-Cycle" Checks Still Be Printed?

No. "Off-cycle" paychecks will be handled electronically in the same way as regular paychecks:

1. an employee will receive payment via [direct deposit](#) into the existing, personal bank account of their choice; or
2. an employee can receive payment via direct deposit into a special, secure account set up and maintained by a private company. This account will be linked to a "pay card" (similar to a debit card) that has been produced by the private company especially for OSU.

Employees who do not have a bank account for direct deposit and who refuse to use a payroll card would have their "off-cycle" paychecks mailed to their home.

Will Flexible Spending Account Reimbursement Checks Still Be Printed?

Yes. However, the university is interested in providing electronic options for employees to receive payment for Flexible Spending Accounts in the near future.

Do Other Universities Have Paperless Pay Systems?

Most of the "Big 10" Universities have made pay information available online including those located in Iowa, Minnesota, Michigan, and Indiana. We anticipate more Ohio Universities will offer this service in the future. Many private businesses currently have paperless pay options for their employees.

Are There Any Other Online Pay Services Being Provided For Ohio State Employees?

Yes. Ohio State faculty, staff, and student employees can receive their W-2 Wage and Tax Statements online by registering to do so. In 2003, more than 6,000 Ohio State employees registered to receive their W-2 form online. For details on registering to receive your W-2 forms online, visit <http://hr.osu.edu/payroll/taxw2online.htm>.

For More Information About Ohio State's Paperless Pay Initiative:

Please contact the Office of Human Resources, Payroll Services at (614) 292-2311.