

# Cal Poly Corporation

## Payroll Direct Deposit Enrollment Form

Direct Deposit is offered to all Cal Poly Corporation employees. Cal Poly Corporation is limiting direct deposit to one bank account at this time. **An employee must submit this completed form and acceptable bank documentation to enroll.**

Employee Information:		
Employee's Full Name:		
Address:		
City:	State:	Zip Code:
Cell Phone:	Home/Work Phone:	
E-mail Address:		
Direct deposit my entire net paycheck into the following account:		
Name of Financial Institution:		
Select Bank Account Type: <input type="checkbox"/> Checking or <input type="checkbox"/> Savings		
BANK ROUTING NUMBER:	ACCOUNT NUMBER:	

I authorize Cal Poly Corporation to initiate credits (and/or, if necessary, corrections to the previous credits) to the above designated financial institution. This authorization is to remain in full force and effect until I revoke it in writing. By signing this authorization, I understand all of the following:

- 1. I MUST ATTACH A BANK PRINTOUT REFLECTING THE BANK'S NAME, MY NAME, MY ROUTING AND ACCOUNT NUMBER OR A VOIDED CHECK FOR ROUTING INFORMATION PURPOSES OR I CAN ENROLL ELECTRONICALLY BY USING THE QR CODE ON THE BACK OF THIS FORM TO ENROLL VIA DOCUSIGN.**
2. The address listed above will be used for all Cal Poly Corporation business/correspondence.
3. I will continue to receive payroll checks until the direct deposit is in effect.
4. My financial institution has until midnight of the pay date (or first working day thereafter) to credit my account.
5. I must notify the CPC payroll department immediately of any account changes or closures. NOTE: Failure to notify the payroll department of changes to your bank account may delay receipt of your paycheck.
6. If I change financial institutions or account information within the same financial institution, I may receive one paycheck before any new direct deposit becomes effective.
7. If my employment status is inactive in excess of 6 months, I understand that my direct deposit deduction may be terminated, and I must contact CPC's payroll department to obtain direct deposit reinstatement information.
8. I understand that if my check is put on hold due to incomplete/incorrect paperwork or an error found in the calculation of my check, direct deposit will be stopped for the resulting paycheck only and the CPC Payroll office will contact me.
9. I understand if my timecard is submitted after the published deadlines, it will not be included in the direct deposit for that payroll and I will receive a normal check.
10. Upon enrolling in direct deposit, paycheck stubs will be available online through Doculivery. If I wish to continue to receive a paper paystub, I must contact the CPC Human Resources office to arrange to have it printed from the Doculivery website.

**PLEASE ATTACH ACCEPTABLE BANK DOCUMENTATION BEFORE SUBMITTING THIS SIGNED FORM.**

Signature of Employee:	Date:
<b>****Electronically Verified by Human Resources****</b>	
Dir. Dep. Routing #:	Verified by:
Account Number:	Effective Payroll Date:
<b>CPC EMPL#:</b>	<b>EMPL TYPE:</b>

**Please return to CPC Human Resources in Building 15 (756-1121) for processing.**

## Direct Deposit Enrollment Form QR Code



### Android Users

1. Open a QR scanner app on your phone
2. Hover over the above image
3. Click on the push notification to go to the website to fill out the form

### iPhone Users

1. Open your camera on your phone
2. Hover over the above image
3. Click on the push notification to go to the website to fill out the form

## Doculivery – Online Paystubs

Now available for the Cal Poly Corporation is an online service option for all direct deposit pay stubs and W-2 Tax Forms through a company named Doculivery. This service will give our employees more flexibility in managing their pay information and provide the following:

- Your pay information will be easy to access from any computer, smartphone or tablet with Internet access.
- Online pay stubs and W-2's offer increased security and confidentiality
- Pay history will be available for verification of wages.

Signing up for direct deposit will automatically stop the process of mailing your paystubs and will only offer them through Doculivery. If you have any questions or wish to still obtain a paper copy of your paystub please contact HR at (805)756-1121.

### **Step 1**

Website:

<http://www.doculivery.com/CalPolyCorporation>

**User ID:** Your Cal Poly alias (your email without the @calpoly.edu)

**Example:** asmith@calpoly.edu would log in as "asmith"

**Password:** The last 4 of your social security number and your last name(s) with the first letter capitalized and an exclamation point.

**Example:** 6789Smith!

\*note: If you have two last names, only the first last name will have a capitalized letter. You will need to include a hyphen or space if applicable.

**Example:** 6789Jones-williams!



CAL POLY  
Corporation

Log In

Please log in using your Calpoly email alias.

User ID:

Your initial password was provided to you via email.

Password:

Log In

Reset my password

For assistance, contact the Corporation HR department at 805-756-1122

## Step 2

You will be prompted to change your password after the first log in.

Enter the same password as step 1 and then create your own new password and select 'save.'

Options  
Log Out



### Required Information

#### Password

Current Password:

Please choose a new password. Your password must be at least eight characters in length and contain at least one number, one upper case letter, and one lower case letter.

Confirm Password:

Save