

Direct Deposit (Payment Elections)

At the University of Arkansas at Little Rock (UA Little Rock), it is mandatory for employee compensation to be deposited directly into a financial institution as part of the standard payroll procedures. Employees may choose to have their net pay deposited into a checking account or a savings account. Additionally, net pay may be allocated across as many as ten separate accounts, which can either be held at the same financial institution or at different institutions.

Employees are required to complete their payment elections through Workday. If these elections are not verified and approved prior to the designated pay date, a paper check will be issued. This check may be collected at the cashier's office upon presentation of a valid photo identification. The paper check will be available no sooner than the pay date and will need to be picked up as soon as possible. Please note that the check is valid for a period of 180 days.

In the event that UA Little Rock Cash Management receives an ACH Notification of Change report for an employee's account, the payroll department will promptly notify the employee concerned.

Need Assistance???

- **Refer to Workday Learning Quick Reference Guide (QRG)**
- **Contact Payroll at Payroll@ualr.edu**
- **Contact Payroll at 501-916-3136**