GRCC Electronic Payroll Authorization Form

GRCC requires electronic payroll. You may choose a pay card or direct deposit to any two financial institutions.

☐ New ☐ Change ☐ Cancel

Name _____ GRCC Employee ID# _____
First Name Middle Initial Last Name

PAY CARD INFORMATION (For Lake Michigan Credit Union use only.)

Routing & Transit No._____ Account No. _____

DIRECT DEPOSIT ACCOUNT INFORMATION #1

Name of Financial Institution_____

Routing & Transit No._____ Account No. _____ ☐ Checking ☐ Savings

Amount: ☐ Full Check ☐ Balance ☐ Partial Amount_____

DIRECT DEPOSIT ACCOUNT INFORMATION #2

Name of Financial Institution_____

Routing & Transit No._____ Account No. _____ ☐ Checking ☐ Savings

Amount: ☐ Full Check ☐ Balance ☐ Partial Amount_____

REQUIRED: Please attach a voided check (for checking accounts only) or verification from your financial institution of the routing and account numbers for each account.

I hereby authorize Grand Rapids Community College to deposit all pay related payments due to me into the Financial Institution(s) named above. Adjusting entries to correct errors are also authorized. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. **This authorization replaces any previous direct deposit authorizations and will remain in effect until I have canceled in writing or until my employment is terminated.**

_____ _____
SIGNATURE *(please print form and sign before submitting)* DATE

To view and/or print your check stub please refer to the instructions below

How do I view & print my payroll advice/check stub

Instructions using the Online Center:

Internet Address: www.grcc.edu

Please note: whenever printing a document from the Online Center you must be using Firefox as your browser. These instructions will not work in Internet Explorer.

1) Log into your Online Center account
2) Click either GRCC Employee
3) Click on View Pay Check
4) Click on the check date you wish to print, this will open the check stub view
5) Right click the document and select "this frame", and "print frame"

Instructions for On-Campus using "CWIS"

1) Log in to **"CSPROD"**
2) At the main menu click on **Self Service>Payroll and Compensation>View Paycheck**
3) Click on the check date you wish to print, this will open the check stub view
4) Right click on the document and select "print"

For technical problems please contact IT customer support at 234-3688.