

CORONAVIRUS DISEASE 2019 (COVID-19)

New Benefits of Enrolling in Direct Deposit



Audience: All Colleagues

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We appreciate your support as we work Together to ensure the safety of our patients, and community at large

Now's the time to consider direct deposit

Trinity Health is not mandating direct deposit of your pay. Colleagues who have elected a paper paycheck may still do so. Paper paychecks for normal processing pay dates are printed by a third-party check printing vendor and placed in the U.S. mail. However, in our current state of national crisis, that could change rapidly. As federal and state governments consider imposing "shelter-in-place" requirements across more communities, Trinity Health vendors – including our paycheck processing center – will likely be impacted. This could result in paycheck distribution services being interrupted or even discontinued for an extended period of time. To help ensure your economic health during this difficult and trying period, now—more than ever—is the perfect time to consider receiving your paycheck via direct deposit.

If you do choose to continue to receive a printed check, please be aware that effective immediately – lost or damaged checks or checks or off-cycle processing of checks because your check did not include all hours work – will be processed once per week on Thursdays, down from three days per week (Tuesday, Thursday, Friday) in the past. Furthermore, to accommodate social distancing, colleagues will no longer be able to retrieve a paycheck at the office as they previously may have done. Checks will be printed and mailed from Livonia, Michigan to minimize the number of payroll colleagues who need to come to work at various locations.

Please note: if you're a colleague from a state that maintains unique check distribution laws, please speak directly with your payroll department for specific guidance.

Direct deposit offers many benefits including:

- Prompt Payment: deposits are credited on payday.
- Convenience: no special trips to pick up and deposit checks.
- Peace of mind: no worries about mail delays, lost or stolen checks or interruptions due to a pandemic.
- Freedom: payments are automatically deposited to your account, even if you are ill.
- Savings: no check cashing fees. Many financial institutions also offer free checking and other incentives for their customers who use direct deposit.
- Financial planning: direct deposit allows you to divide your pay into different savings and checking accounts. You can set up auto payments to make car payments, put money into savings, etc.
- Timeliness: earnings information is available on Workday beginning on payday, and you can even print a copy of all of your pay advices for your records.

Another benefit of direct deposit is that it's more cost-effective than traditional paper-based systems and allows us to fulfill our core value to be a good steward of the resources entrusted to us.

It's easier than you think

If you have not yet signed up for direct deposit, doing so is easy and takes only a few minutes. After logging into the Trinity Health network, visit the pay application in [Workday](#):

1. Click "Payment Elections" under Actions.
2. Click "Add."
3. Optionally, you can add a Nickname to help you identify this account.
4. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
5. Additionally, you can enter a Bank Identification Code.
6. Click "OK" to save. Once the account has been added, you may use it to make payment elections.

Finally, if direct deposit doesn't provide all the benefits you need, once the nation has moved passed this crisis, you can easily revert to having your paycheck printed and mailed once again.