

DATE: March 18, 2020
TO: Employees Receiving Paper checks
FROM: Maggie Ory, Director of Payroll Services
SUBJECT: Check distribution changes effective April 1, 2020

Effective April 1, 2020, regular paychecks will no longer be distributed by Mail Services or by Payroll.

Friday, March 20 (for biweekly) and Thursday, March 26 (for monthly) from 10 am to 1 pm will be the last physical pickups at Mail Services.

After April 1, physical checks will be mailed to the address on file. In order to avoid potential delays in delivery of your paycheck, **we strongly encourage you to switch to direct deposit or update your mailing address to an offsite location.**

Please see the information below regarding electing direct deposit or changing your address.

Direct Deposit:

- Complete and sign a Direct Deposit form at the Mail Services window on March 20 or March 26. Have your bank information available in order to complete the form. Mail Services will deliver the form to HR-Records Department for processing immediately.
- OR use the link below to access the direct deposit enrollment form. Print the form, complete and sign it, then FAX to HR-Records at 626-395-2809.
https://hr.caltech.edu/documents/2735/Direct_Deposit_Form-Fillable.pdf

If you do not currently have a US bank account, you might consider the Caltech Credit Union. Their website is below, and they are more than able to assist.

<https://www.caltechfcu.org/home/home>

Address Update:

If you need to update your address in order to receive your check through US Mail at your home address, you may update your address through your access.caltech.edu account.

Log in to **access.caltech.edu**
Click on **“My Personal Information”** (left hand side)
Click on **“Addresses and Phones”** tab
Update the **“Local Residence Address”**
This is where your paycheck will be sent.

If you have any questions about updating your address, please call HR Records at 626-395-6476.

We appreciate your cooperation. Thank you.