

DIRECT DEPOSIT IS NOW AVAILABLE!

Roper Personnel is pleased to offer Direct Deposit as one of our many employee benefits. Information and sign up packets are available at all Roper offices.

Here are some frequently asked questions about Roper's direct deposit.

What is Direct Deposit?

- Direct deposit allows Roper to automatically deposit your paycheck directly into your bank account. No more waiting for the mail or having to pick up your check. And you don't have to get it cashed.

Do I have to have a bank account to sign up for Direct Deposit?

- Yes. You will need to have either a checking or savings account. Many banks offer free checking if you utilize Direct Deposit.

When will I receive my paycheck with Direct Deposit?

- If your time card arrives in the Roper office before noon on Tuesday, your paycheck should be in your bank account on Friday. **Check with your bank to be sure that your funds are available.**
- Some Credit Unions or smaller Banks who post manually may take longer. Please check with your individual bank to ensure when your funds will be available.

How do I enroll in Direct Deposit?

- Click on the forms section of our website and print a Direct Deposit Enrollment form, or stop by any Roper office to complete the form.

When I deposit my check I get cash back, what do I do now that my check goes directly into my bank account?

- You may go to any branch of your bank or any ATM machine and withdraw cash as soon as your funds are available.

Once I sign up for Direct Deposit, how soon will it start?

- Normally it takes up to two weeks before your paychecks are actually deposited directly into your account. In the mean time, you will receive your paycheck. Once the Direct Deposit starts, you will continue to receive a voided paycheck in the mail, which provides your confirmation and your pay stub.

What if I change bank accounts?

- You'll need to notify Roper immediately or you run the risk of your paychecks getting delayed. You will need to complete a new enrollment form and start the two-week process again.

What if I am late turning in my time card?

- If you miss the deadline for time cards, you will receive two deposits the following week.

What is the advantage to me to use Direct Deposit?

- The most important advantage is that you know exactly when your funds will be in your bank account. No more lost or late checks through the mail and no more trips to the bank to make a deposit.