

Sent: Thursday, March 26, 2020 6:26 PM
Subject: ACTION REQUIRED: Enroll in Direct Deposit Now

Dear Graduate Students,

Due to the ongoing COVID-19 situation **you should immediately sign-up for direct deposit for all university funds**, as we expect significant delays in receiving any type of paper check payments. For many graduate students this means you must register through TWO DIFFERENT direct deposit processes-- **1) employment/payroll and 2) stipends/financial aid**. If you are unsure which process pertains to you specifically, please register for both. If you're already enrolled in both direct deposit processes, no additional action is needed at this time.

Register for Employment/Payroll Direct Deposit

<https://blink.ucsd.edu/finance/payroll/processes/enroll.html>

The screenshot shows a web browser window with the URL blink.ucsd.edu/finance/payroll/processes/enroll.html. The page features the 'blink' logo and navigation menus for 'Blink Topics', 'Personal Tools', 'Business Tools', 'Instruction Tools', and 'Research Tools'. A breadcrumb trail reads 'HOME » Finance » Payroll » Processes » Enroll in Direct Deposit'. On the left, a 'Processes' sidebar lists various options, with 'Enroll in Direct Deposit' highlighted in orange. The main content area is titled 'How to Enroll in Payroll Direct Deposit' and includes a 'Last Updated' timestamp, a 'Give feedback' link, and a brief description of the enrollment process. A list of steps is provided: 1. Log in, 2. Select Direct Deposit for your check disposition, 3. Enter your bank information, and 4. Authorize, confirm, and log off.

Register for Stipend/Financial Aid Direct Deposit

<https://sfs.ucsd.edu/student-accounts/direct-deposit.html>

The screenshot shows a web browser window with the URL sfs.ucsd.edu/student-accounts/direct-deposit.html#enroll. The page is titled 'STUDENT FINANCIAL SOLUTIONS' and 'UC San Diego'. A navigation bar includes 'About Us', 'Student Accounts', 'Campus Cards', 'Campus Loans', 'Cashier's Office', 'In the News', and 'Resources'. A sidebar on the left lists 'Student Accounts', 'How to Pay Your Bill', 'Direct Deposit', 'Holds', 'Late Fees', 'Refunds', 'Stipends', 'Account Disputes', and '1098-T Tax Form'. The main content area is titled 'ENROLL IN DIRECT DEPOSIT' and includes a 'JUMP TO' menu with 'How to Enroll' and 'Troubleshooting' options. The text explains that direct deposit is a method of payment that electronically transfers funds to a checking or savings account and lists the types of refunds it covers: Financial Aid overpayments, Cash or check overpayments, Housing overpayments, and Stipends.

March/April Payment Updates

If you are a graduate student who typically receives paper check payments from UC San Diego and have not yet registered (or only recently registered) for direct deposit as outlined above, please complete this Google Form (<https://bit.ly/GradStudentAddressUpdate>). We will then be in touch with those graduate students who haven't yet received paper checks to identify the best solution.

Read the campus-wide notice about the immediate move to direct deposit for all employees here: <http://adminrecords.ucsd.edu/Notices/2020/2020-3-18-2.html>

Questions about stipend/financial aid direct deposit: studentbusiness@ucsd.edu

Questions about employment/payroll direct deposit: submit ASK ticket online or call (858) 534-3247

Sincerely,

Tamara Schaps

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Financial Support Unit
Graduate Division