

# Huntington National Bank

## Frequently asked Payroll-Direct Deposit Questions

### **Huntington Bank, CSCC Banking Partner available to you.**

If you currently do not have a preferred bank for direct deposit, please consider Huntington Bank for all of your banking needs. For more information on how to open an account, please go to your local Huntington branch or call 800-480-2265. Huntington may request evidence of being an employee or student for accounts or offers specific to Columbus State employees or students.

### **What is changing Effective November 15, 2019?**

If your payroll is sent direct deposit, the transaction on your bank statement should still reflect the funds were sent from Columbus State Community College. However, instead of the funds being routed through our previous banking partner, US Bank, the funds are now routed through our new banking partner, Huntington National Bank.

If your payroll is issued via paper check, the name on the check will now be Huntington National Bank instead of US Bank. The check may be cashed at your local Huntington National Bank without surcharge fees.

### **What is not changing?**

- Columbus State Payroll Department, Rhodes Hall, Room 227, remains your payroll point of contact.
- Pay dates remain on the 15<sup>th</sup> and last day of each month (adjusted for weekends and holidays).
- Payroll funds sent direct deposit will be at your banking institution by pay date.
- If you already have your bank account information set-up for direct deposit, you do not need to re-enter your bank account information. (Note: Effective November 1, use CougarWeb to update your bank routing and account number for payroll direct deposit).
- If you receive a paper check for payroll, it may be picked up at the Cashier's Office, Rhodes Hall, 2<sup>nd</sup> Floor between 10:00 a.m. and 4:00 p.m.

### **Will my first pay go direct deposit?**

Most new employees will need to come to the Cashier's Office to pick up their first paycheck. Payroll will send a pre-note test to our bank to verify new routing and account numbers. If our bank does not approve your account information, your payroll will process as a paper check. Payroll checks can be picked-up between 10:00 am and 4:00 pm on payday at the Columbus campus Cashier's Office, Rhodes Hall, 2<sup>nd</sup> Floor. Check "CougarWeb Pay Advice". Your bank test could potentially be tested and approved prior to your first payroll. If your DD bank is listed with an amount, under Deposit Information, you know your pay was direct deposited.

### **Campus ATMs**

ATMs are located in the Discovery Exchange Bookstore and Union Hall Lobby near the entrance to the cafeteria. **ATM withdrawals, balance inquires, and balance transfers are free of Huntington surcharges!** Other services, such as mini statements, are available for a fee.