



# Pay Card Training

## Session Overview

- **Who** – are pay cards an option for?
- **What** – is a pay card?
- **When** – will pay cards begin?
- **How** – will we roll out the pay cards?
- **Questions**

Who are payroll pay cards an option for?

All Student Employees

Have the option of either:

Direct Deposit and/or Pay Card

\* We will no longer be issuing paper checks to students.

All Employees can use Pay Card for all or part of wages

## What – is a Pay Card (US Bank Focus Card)

- A Visa prepaid card issued by U.S. Bank
- Payroll is automatically loaded to the card just like direct deposit to a bank account
- Works like other Visa debit cards to make purchases, pay bills or get cash
- Can be reloaded with other direct deposits, cash or checks


# What – Employee Benefits


With the U.S. Bank Focus Card™ Your Funds Are:

-  **Immediately loaded** to your card on payday
-  **Available to use** right away
-  **Protected** if lost or stolen<sup>1</sup>

## Getting Your Card


 We will hand out your new Focus Card.

 **0.00** No cost to sign up.

 No credit check or bank account required.<sup>2</sup>

## Benefits

 Keep more of your money.  
No fees to cash a paycheck.

 No waiting for your paycheck or extra trips to the bank.

## What – Employee Benefits

- Email/Text Alerts
- Cash Back Rewards
- Mobile App
- Pay Perks- Earn points for chances to win cash prizes
- Pay Bills

## What – Schedule of Fees

Fee free access to cash via:

- All US Bank, AllPoint, MoneyPass ATMS
- Any Visa bank branch teller window
- Cash Back at POS terminals
- Big Rapids Huntington Bank ATM's- includes on campus ATMs

## When – Timing of Pay Card Program Roll out

- **Student New Hires**- Effective immediately- any new student employees in will sign up for either Direct Deposit or Pay Card in their new hire paperwork
- **Current Students**- October 6<sup>th</sup>- all current student employees should have returned the payment authorization form
- **All Employees**- Paycards are an option available immediately for all or part of your pay to be loaded onto.



## **How** – How will FSU be implementing the Pay Card Program with students?

### **New Hires**

The current direct deposit form in the new hire packet will be replaced with a new form allowing the option of direct deposit or pay card.

Form will be forwarded to payroll as usual and instead of a check the employee will receive their pay card on payday.

## How – How will FSU be implementing the Pay Card Program with students?

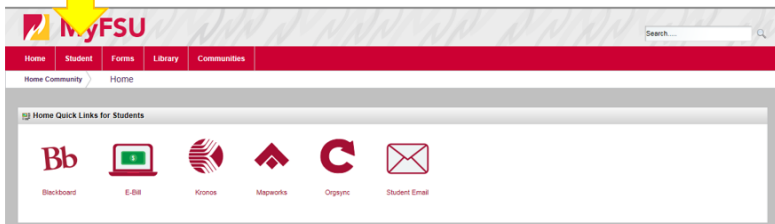
### **Current Employees-**

- Posters will be hung up by timeclocks as of August 28th.
- Enrollment forms and information distributed with pay checks on September 1<sup>st</sup>.
  - Enrollment forms returned to Managers no later than October 6<sup>th</sup>.
  - Managers will forward to the payroll department.
  - Student employees will receive a pay card instead of check the following payday.

# How – How will Employees access Pay Stubs and Direct Deposit Information?

## MyFSU instructions: Students

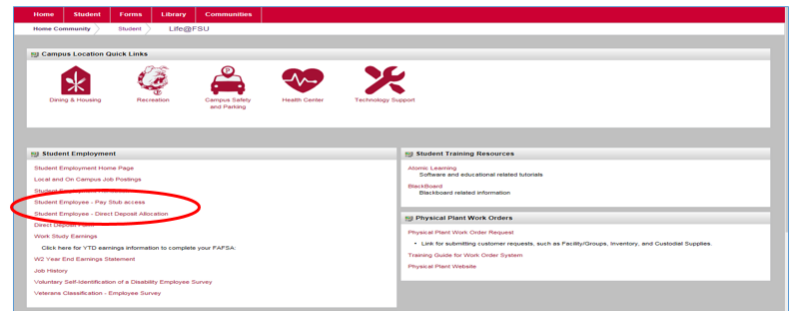
1. Login to your MyFSU account and click on the student tab in the top left corner.



2. After clicking of the Student tab, you will then click on the Life@FSU icon.



3. When in Life@FSU, you are able to access your pay stubs and direct deposit information in the Student Employment box.



## My FSU Instructions for accessing Faculty/Staff Pay Stub Info

Go to myFSU then Select the employee tab to proceed, then scroll down and click on Pay Stub



Click on Pay stub or  
leave balance to view  
and print pay info



# QUESTIONS

