

## EMPLOYEE NOTIFICATION OF PAYROLL OPTIONS

CCP's payroll cycle is 2 consecutive calendar weeks. Each pay period is paid out 2 weeks later on Friday. All wages are paid out through direct deposit or an AccelaPay Visa Card from US Bank. Those are the only 2 options.

Your paycheck information is available on our website at [www.theCCPinc.com](http://www.theCCPinc.com). Click on the "Employees" link and then click on "CCP Employee Desk". Once the new window opens, click on "Register now" to log in the first time. Here you will create your own user id and password. A copy of each paycheck is kept on this site for 18 months. You can also change your address, W-4, and other items or change your direct deposit on this web site. If you ever want to change from direct deposit to a Visa card, you will need to complete this form. There are also messages posted on this site. Please take the time to log in and become familiar with this web site.

CCP sends our payroll file to the bank on Tuesday before payday. So if you close your bank account or change your direct deposit any time during the week of payroll, it will most likely delay the funds getting to you on pay day. For any changes to your direct deposit during payroll week, make sure you check with your HR representative to see if it can get processed in time or how it will work to get the funds rerouted. Rerouted funds will most likely have a delay. The majority of banks post the funds into your account in the early morning hours of pay day, but depending on your financial institution, **PLEASE ALLOW 2 BUSINESS DAYS FROM THE PAY DATE FOR THE MONEY TO BE CREDITED TO YOUR ACCOUNT.** Any direct deposit will not be reissued until/unless the employee's bank returns the funds to CCP.

For the Accelapay Visa Card: If you lose it or it is stolen, please call customer service at 866-363-4134. The funds from the old card will be transferred to a new card. Cancelled cards may take 2-5 business days (depending on the US Postal Service) before you have the card in your possession so your access to the funds will be delayed. Your first card as a CCP employee will be mailed to CCP and you will be notified it is here to be picked up or verbally authorize us to mail it to you.

AccelaPay Visa Card by US Bank.

Direct Deposit (please attach voided check) - I authorize Cooperating Community Programs, and the financial institution listed below to initiate electronic entries to my:

Checking Account     Savings Account

Amount or %: \_\_\_\_\_ Account #: \_\_\_\_\_ Transit Routing Number: \_\_\_\_\_

Bank name: \_\_\_\_\_

Checking Account     Savings Account

Amount or %: \_\_\_\_\_ Account #: \_\_\_\_\_ Transit Routing Number: \_\_\_\_\_

Bank name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

An Affirmative Action, Equal Opportunity Employer