

## Direct Deposit

LSU requires all employees to receive wage and compensation payments via direct deposit. This [policy](#) was adopted in accordance with Louisiana Revised Statute 39-247.

Employees may choose any US financial institution and may sign up for direct deposit through [PAWS](#) or by completing the [direct deposit authorization form](#) located on the Payroll website. When entering direct deposit information via PAWS, please verify the routing and account information as this information drives the ACH process. When completing the paper form, always attach a voided check.

In cases where an employee is unable to maintain an account with a financial institution, a waiver can be requested by completing a [direct deposit waiver form](#) located on the Payroll website. Proof of the employee's ability to establish an account must accompany the waiver request.

Questions about direct deposit should be sent to [directdeposit@lsu.edu](mailto:directdeposit@lsu.edu).