

# Shawnee State University Introduces

## “Paperless Pay”



Shawnee State University





# What Is Paperless Pay?

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## Electronic pay

1. Ability to pay in case of emergency
2. Elimination of paper for:
  - direct deposit vouchers and paychecks
3. Faster/easier service to employees



# Paperless Pay options

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## Direct Deposit:

- Traditional Direct Deposit

## Debit Pay Card:

- U.S. Bank<sup>®</sup> AccelaPay<sup>®</sup> Visa<sup>®</sup> Card



# What is the AccelaPay Visa Card?

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The AccelaPay Visa Card is a prepaid payroll card  
– *not a credit card*

- For employees who do not have a checking or savings account – everyone qualifies.
- No credit check required – everyone is approved.
- Signature based



# How Does It Work?

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- Each payday your pay is automatically deposited to your card account.
- The card works like a debit card.



# Using the AccelaPay Visa Card

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- Make purchases at locations worldwide that accept Visa debit cards - including online, phone and mail order purchases
- Pay bills online or over the phone
- Make cash withdrawals from over one million Visa/PLUS<sup>®</sup> ATMs worldwide

*(U.S. Bank ATM's are free!)*



# AccelePay Visa Card Benefits

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- Pay is automatically available at the beginning of the business day on payday
- No more check-cashing fees or trips to the bank
- Safer than cash; the card can be replaced if lost or stolen\*
- Free online account access to important pay information via [accelapay.com](http://accelapay.com)
- No more time spent waiting in line
- Able to *get cash at U.S. Bank ATM for free!*

\* There is a \$3 fee to replace a lost/stolen card



# Enrollment – quick and easy

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- Complete and sign the enrollment form and return to Human Resources (HR)  
(Administration Building, Room 021)
- HR will process the enrollment form and order a card for you.
- You will receive your card in the mail at home\* within 3-5 business days.

\*address as provided on your enrollment form



# Activating the AccelaPay Visa Card

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When your card arrives:

*It arrives in a plain white envelope from Fargo, ND  
be on the lookout – it's not junk mail!*

- Call the toll-free number on the card to activate it.
- Choose a 4 digit Personal Identification Number (PIN).
- Begin using the pay card.



# AccelaPay Visa account information

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To check your account information you can:

- Go online to [accelapay.com](http://accelapay.com)
- Refer to the monthly statement mailed to your home
- Perform a balance inquiry at an ATM  
*(U.S. Bank ATM's are free!)*
- Call the automated Customer Service line



# Retrieving your online Pay Stub

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- Pay stub information is located online via *MySSU* from work or your home computer  
<https://myssu.shawnee.edu>
- Located on secure web site
- Includes leave balance detail (if applicable)
- 12 months of pay stubs are available for review
- Print hard copy of pay stub directly from computer



# Free Services

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- Making purchases everywhere Visa debit cards are accepted worldwide
- Requesting cash back with purchases from participating Interlink<sup>®</sup> merchants (supermarkets, discount stores, etc.)
- Making cash withdrawals from U.S. Bank ATM's – free!

\*Refer to the Cardholder Agreement that comes with the card for full details.



# Service Fees

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- *\$1.50* fee for non-U.S. Bank ATM's
- *\$3.00* fee to talk with a *live* customer service representative after the first free call.
- *\$2.00* fee per month if account is inactive for 180 consecutive days
- *\$3.00* fee for standard card replacement (takes 3-5 business days)
- *\$20* fee for expedited card replacement (takes 2 business days via UPS)
- *\$20* overdraft fee



# U.S. Bank Privacy Policy

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U.S. Bank does not share your account or transaction information with Shawnee State University.

You will receive a copy of U.S. Bank's Privacy Policy with your card



# Questions and Enrolling

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Answers to *Frequently Asked Questions* may be found:

- Shawnee State University website - [www.shawnee.edu/off/pr/](http://www.shawnee.edu/off/pr/)
- *MySSU* - <https://myssu.shawnee.edu>
- Paper copy in Human Resources.

Enrollment forms are available in Human Resources



If you have more questions. . .

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you may contact:

- Human Resources @ 351.3167
- Payroll @ 351.3632 or 351.3266
- Email to [HR@shawnee.edu](mailto:HR@shawnee.edu)

*Thank you!*