

August 8, 2007

Business Process Redesign (BPR)

Special Interest Articles

- **Direct Deposit Paystubs**
– a new design and now available electronically
- **Payroll Check Distribution**
– central location
- **MyInfo**
– computer access & training
- **Bank Fair**
– September 7

Important Dates

9/11/07

electronic pay stubs will be distributed on MyInfo

10/11/07

paper paychecks distributed in HR/PP, 19 MT Hall



Embrace Change ~ Improve Your Future

A collaborative partnership of MSU campuses in Bozeman, Billings, Great Falls and Havre, as well as the Agricultural Experiment Station, the Cooperative Extension Service and the Fire Services Training School, recently participated in a review of common business procedures and processes. Employees will begin seeing changes made to many of the processes, in an effort to improve efficiency.

This newsletter will provide you with details on upcoming changes.

Improved Appearance of Electronic Pay Stubs

Your electronic pay stub has been redesigned and is now more informational and easier to read. It will be available each month for you to view and print. It is now your **official paystub!**

Additional information also found in MyInfo is your direct deposit allocation information, year-to-date and monthly totals, leave balances and previous year's W-2's.

This important information is now available on a secured website for your convenience!

Electronic Pay Stubs For Direct Deposit

Beginning on **September 11, 2007**, direct deposit pay stubs will no longer be distributed in paper copy. You can now view and print them at MyInfo -- <http://www.montana.edu/myinfo>.

If you have not attended training yet, sign up at: <http://www2.montana.edu/itc/seminars/index.asp> and click on "August Seminars" to register.

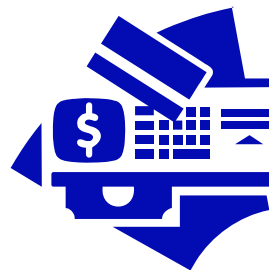
Distribution Of Payroll Checks

Beginning on **October 11, 2007**, those employees that do not participate in direct deposit of their payroll checks will pick up their checks at the HR/Personnel & Payroll Office, 19 MT Hall between 8-12 and 1-5, Monday through Friday.

**** One form of picture identification will be required to pick up your check.**

For those individuals who wish to begin receiving their pay through direct deposit of funds into their bank account, the form is available at the HR/PP office, 19 MT Hall, or on the website at

<http://www.montana.edu/wwwpn/Forms.htm>



Watch for upcoming changes!

- Classification Document Approvals using Outlook Voting Buttons
- EPAFs – electronic personnel authorization forms
- Additional finance reports

We're on the Web!

See us at:

[http://www.montana.edu/
wwwtreas/BPR.htm](http://www.montana.edu/wwwtreas/BPR.htm)

Training Sessions for MyInfo

If you haven't done so already, sign up to attend one of the sessions on MyInfo.

You will learn how to use this site to view and print your pay stub, change your direct deposit allocation, sign up for Choices re-enrollment, view your leave balances, view your W-2 and learn about the other great features!

Sign up at:
[http://www2.montana.edu/itcseminars/
index.asp](http://www2.montana.edu/itcseminars/index.asp)



Computer & Printer Access

Additional computers will be installed at Facilities Services, Auxiliary Services and the HR/PP office for those employees that do not have access to a computer through their department.

Bank Fair: September 7, 2007

Representatives from local banks, along with staff from the HR/PP office, will be available to help you explore your local banking options.

MSU HR/PP associates will be available to assist you with sign up for direct deposit of your payroll check.

Have questions? Need more information?

For questions on direct deposit, payroll check distribution, computer access or training issues related to payroll, contact:

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