



BEACON Supplemental Direct Deposit Start Dates

When making a change to an existing supplemental direct deposit account or setting up a new supplemental direct deposit account, **employees should make the change effective beginning the first day of the upcoming pay period.** For employees who are paid monthly, that would be the first day of each month (e.g. January 1, February 1, March 1, etc.). For example, if an employee wanted to terminate an account, he or she should set the end date to the first day of the month they want the last deposit to be made (e.g. begin date 1/1/08 and end date 5/1/08). In this example the last deposit would be made in May. In this same example, if an employee put the end date as 6/1/08, then the last deposit would be made in June.

For employees who are paid biweekly, **when making a change to an existing supplemental direct deposit account or setting up a new supplemental direct deposit account,** they should make the change effective beginning the first day of the upcoming biweekly payroll cycle. See remaining 2008 BEACON biweekly payroll start dates below:

August 23
September 6, 20
October 4, 18
November 1, 15, 29
December 13, 27

Example: If an employee had created a direct deposit to her savings account in April for \$100 each month and in September she wanted to start depositing \$200 a month to that account, she would want to set up the \$100 deposit to end August 1 and set up a new deposit for \$200 to begin September 1, or if the money was going to the same account, the employee could leave the first \$100 deposit alone and create another \$100 deposit, with a September 1 effective date, to go to the same account.

What not to do: In the first example above if the employee made the mistake of terminating her first \$100 deposit on September 7 (or any other date in September), while creating the \$200 deposit to begin September 8, \$300 would be deposited into the account at the end of September, and \$200 would be taken out beginning in October. The reason this occurs is because the system processes the information as if the employee set up two different deductions within the same pay period. In other words, the system does not prorate deductions.