

Bard College Direct Deposit Advice Instructions



Approximately two days prior to the actual payroll date, you will receive an email with the subject:
"Bard College – Forthcoming Payroll Direct Deposit" from payroll@bard.edu

Attached to this email will be an encrypted PDF file containing your current direct deposit advice.

Your password is:

The first four letters of your last name and the last four digits of your Social Security Number.

The password is **not case sensitive** and is generated by a computer based on the information the system has on file.

Your password cannot be changed.

Your direct deposit advice will be sent to your Bard email address, unless the Payroll Office is notified otherwise. If we are not provided a valid email address, you will receive a paper direct deposit advice. Please be cautious when considering where you want your direct deposit advice sent.

Receiving direct deposit advices via email allows you the convenience of accessing and printing or filing them for easy access on demand. To change the email address associated with your direct deposit advice emails, contact the Payroll Office at payroll@bard.edu.

Bard College Payroll Office

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