

Help keep employee records accurate [1]

May 1, 2014 by [\(not verified\)](#) [2]



When rehiring former CU employees, please request new direct deposit, address and W-4 information to avoid payroll deposit, mailing and tax withholding errors.

You can direct employees to the [portal](#) [3] to update their address and W-4 details; just click the "Personal Information" tab on the left to update your address within the "Employee Profile" section, and select "Payroll and Compensation," also on the left, to update your W-4.

Download and complete [CU's Direct Deposit Authorization Form](#) [4] to update your direct deposit selections, and send the form to Employee Services.

[new employees](#) [5], [pay](#) [6]

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