



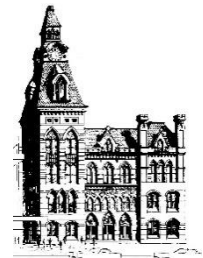
JUSTIN ELICKER
MAYOR

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CHIEF ADMINISTRATIVE OFFICE

CITY OF NEW HAVEN

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STEPHEN J. LIBRANDI
MANAGER of HUMAN RESOURCES
AND BENEFITS

**Direct Deposit is safe & secure.
And, most importantly, it follows the current safety rules of social distancing.**

Reasons to Make the Switch



- Automated Deposits Are Convenient
- Going Digital Saves Money and Resources
- Electronic Records Won't Fill File Cabinets
- Digital Payments Are More Secure
- Direct Deposits Quickly Complete Transactions
- Both businesses & consumers use direct deposit.

Set up is easy

It's easy to set up by simply filling out the Direct Deposit form from the Payroll department. You will need to provide your bank account number and the routing number. A blank voided check (for checking accounts) or a statement from your bank that states your routing and account numbers (for checking or savings accounts), is required. If you do not have checks, please contact your bank and they should be able to email you a statement or their own direct deposit form showing your routing and account numbers. Details are often available online, but it's best to log in to your account for accurate information.

We are asking that all employees consider signing up for Direct Deposit now as it's the best practice in these current conditions, it allows social distancing, and it helps to keep City of New Haven employees safe.

Please fill out the Direct Deposit form and return with a voided check or statement from your bank showing your routing and account numbers that is required. Blank forms will be available online at https://www.newhavenct.gov/gov/depts/hr/forms_applications.htm or by contacting staff listed here.

Return to Human Resources: Susan Baldwin sbaldwin@newhavenct.gov, or Richard Campos rcampos@newhavenct.gov, or Jessica Criscuolo in Payroll/Pension at jcriscuo@newhavenct.gov
Call 203-946-8252 with any questions.

Employee Self-Service (ESS)

Employees can have access to payroll & tax information themselves through the Employee Self Service. Address changes can be made immediately by you. Employees may utilize the Employee Self Service menu of MUNIS to access your payroll and tax information. The ESS website is accessible from any internet connected computer by simply opening the internet browser and navigating to <https://newhavenct.munisselfservice.com>
For first time users, information on Employee Self Service (ESS), including the ESS handbook can be found at: https://www.newhavenct.gov/gov/depts/hr/city_employees/employee_resources.htm