



HAVE YOU ENROLLED YET



By the end of June, all Hughes employees will have peace of mind knowing they will receive their pay on time, every time — thanks to the new ePayroll program.

By Lindsay Graham

Getting your paycheck on time is important. There aren't many people in the world that can afford to wait a couple extra days when their paycheck is delayed. What if there was a way to guarantee your paycheck would be received on time, each and every payday? We are pleased to announce ePayroll – the Hughes Supply electronic payroll program. ePayroll directly deposits payroll monies into the wallets of Hughes employees on time, every time.

You may be thinking, "There's got to be a catch." Well, there isn't. ePayroll allows Hughes employees to use available technology to ensure timely paychecks. The program gives employees three choices for electronic payment. That way you and your family can choose which option is best for you. You can enroll in direct deposit at your current bank or credit union, or at any bank or credit union of your choice. You can apply for a direct deposit account at the Bank of America –

our employee banking solutions partner – and enjoy numerous benefits on financial products and services (assuming eligibility requirements are met). Or you may elect to use a *PAYCHEK PLUS!*™ debit card. This card acts just like a debit card from a bank but without a banking relationship. Your paycheck is automatically deposited on the card each payday and those funds are immediately available to you. It's basically getting your paycheck on a plastic card instead of a piece of paper!

Let's say tomorrow is your daughter's birthday and you plan to leave at 5:00 p.m. to cash your check and buy her a bike she's wanted for the last three months. As you look at the clock at 4:00 p.m. you start to become anxious because your branch manager hasn't come over to give you your paycheck yet. You walk over to find out when the paychecks will be coming in and get the bad news – the snow that's been falling for the past two days grounded Federal Express planes which will delay paycheck delivery until Monday. With ePayroll you no longer have to worry about bad weather or shipping delays, because the money is sent to you electronically.

Or maybe one payday you're home sick with the flu. You need to get your paycheck but you're too sick to get out of bed to drive across town to pick it up. Without ePayroll you'll have to wait until Monday to get paid. With ePayroll, your paycheck has been electronically deposited and will be in your bank account or on your debit card when you need it.

Choosing the Best Option for You

The ePayroll program provides you with three options for collecting your paycheck – via a direct deposit account at your current bank or credit union, through a direct deposit account at Bank of America, or through the use of a *PAYCHEK PLUS!* debit card.

Options 1 & 2 – Direct Deposit

Options 1 & 2 of the ePayroll program allow you to directly deposit your paycheck into an existing bank account, a new bank account, or you may apply for a direct deposit account with Bank of America. This benefit

electronically deposits your paycheck monies into up to three accounts, saving you the time and hassle of a manual deposit.

Hughes has chosen Bank of America as our employee banking solutions provider. If you are an employee who currently has direct deposit established at your bank, or if you are an employee who wants to sign up for a bank account with direct deposit, you may apply for the Bank of America at Work Program™.

If your application is approved, most monthly maintenance fees are waived. You have the choice of three different checking account programs depending on what is best for you and your family's needs. As a Hughes employee, you will receive free online banking and special rates on mortgage, consumer and home equity loans, as well as premiums on credit cards, fixed rate CD's and travelers' checks. Best of all, you are eligible for a free financial situation review – a benefit usually reserved for customers with \$50,000 or more in investable assets.

Option 3 – *PAYCHEK PLUS!*™

Option 3 of the ePayroll program allows employees to use *PAYCHEK PLUS!* - a payroll debit card program. *PAYCHEK PLUS!* is similar to a checking account with a debit card option but with no banking relationship. Your paycheck is automatically deposited in the debit card each pay period. The funds are available to you at anytime. You may use the debit card for purchasing money orders at the United States Post Office, to make purchases at stores and restaurants, to get cash at Allpoint ATMs or to transfer money into your bank account.

PAYCHEK PLUS! allows employees who would rather not have a bank account to access their paycheck electronically. It also gives employees using a bank account with

direct deposit the ability to allocate a specific amount of money on a *PAYCHEK PLUS!* debit card.

For more information on the Bank of America at Work Program or the *PAYCHEK PLUS!* program please contact your branch management. He or she can provide you with detailed information on the programs.

How to Sign Up

Employees who are currently signed up for direct deposit are already participants in the ePayroll program. However, if you would like to take advantage of the Bank of America at Work program, you must apply for an account at your local Bank of America and take the necessary actions to change your direct deposit information through Human Resources.

If you are currently receiving a live paycheck, the period to enroll in the ePayroll program – through one of the three options – will run through June 10, 2005. By the end of June, it is our goal to deliver 100% of payroll monies electronically through the ePayroll program.

Signing up for ePayroll is easy. Just ask your manager to provide you with the Authorization Agreement for Electronic Deposit form, found in their ePayroll Information Guide. Once this form is turned in to Human Resources, your paycheck will be automatically deposited into your bank account or your *PAYCHEK PLUS!* debit card.

If you need further information on the ePayroll program, please contact the Payroll department at 407.822.2888.