



Dear Valued Client,

We hope you are well and finding new ways to navigate your business through these difficult times. As your payroll provider, we value our partnership and continue to consider your payroll needs our top priority!

As a follow-up to our March 17 email, [Viventium's Reports and Pay Vouchers are Going Digital](#), we would like to further reduce your dependency on our printing and delivery services. In the event that further government mandates result in the suspension of our delivery services, we want to ensure that your employees can still get paid on time!

There are three options available to you for paying your employees:

Direct Deposit

Our records indicate that you are not yet enrolled in our Direct Deposit service. The first step is to complete the [Direct Deposit Agreement Form](#) located in the Forms Library on our Support Center. To navigate to the Support Center, first log in to Viventium. From the home page, select the “? Help” icon located at the top-right of the Viventium landing page. This will take you to the Support Center dashboard, where you can then click on the Forms Library icon where you will find the Direct Deposit Agreement Form.

Please email the completed and signed Direct Deposit Agreement Form, along with a copy of a voided check, to your client service representative for prompt attention. **As your data security is always a top concern, please be sure to send this sensitive information using a secure method that supports encryption.**

Once you have enrolled in Viventium's Direct Deposit service, the next step is to enroll your employees. For employees who have not yet registered for Viventium's Employee Self Service application, please refer them to our article [Registering for ESS](#), available on the [Viventium Coronavirus Update Center](#). Employees who already have access to ESS can set up their direct deposit account information themselves or provide you with a completed [Direct Deposit Authorization Form](#), accessible from the Forms Library on the Viventium Support Center. Reach out to your client service representative if you need assistance uploading this information.

During these difficult times, Viventium is offering this service to newly enrolling clients free of charge for the remainder of 2020.

Netspend Payroll Cards

Some of your employees don't have a bank account? No problem. We also offer pay cards through our third-party partner Netspend. There is some paperwork involved in setting this up, and it could take 2 to 4 weeks to activate this service, so please reach out to your client service representative today if you're interested in this option. While Netspend is free for employers, employee cardholders can incur a nominal fee. The program enables us to electronically load an employee's pay directly onto their payroll card rather than sending a paper check.

Print your own checks

We realize that some people still prefer live checks. Viventium will be more than happy to ship additional check stock to you so you can print your own checks! Please reach out to your client services representative right away so we can be sure you have sufficient quantities of check stock.

Contact your client service representative to discuss these alternatives and assist you with implementing the option or options that work best for you. With the ever-evolving landscape, time is of the essence to ensure your peace of mind that you can continue to pay your employees!

Once again, we thank you for your continued cooperation as we strive to give you remarkable service while keeping our respective teams safe during this pandemic. For continued updates, please visit our [Viventium Coronavirus \(COVID-19\) Update Center](#).

We remain *In it with you*.

Your Viventium Team