

# Employers

## 1 What is a **PayCard**?

- A “re-loadable, pre-paid Visa debit card” that enables employers to pay employees via direct deposit rather than issuing a check.

## 2 How does the **PayCard** work?

- Each pay period, pay is directly deposited to an employee’s **PayCard**.
- Money can be accessed at an ATM or the card can be used to make purchases at millions of locations wherever Visa debit cards are accepted. Use it anywhere, in a store, a restaurant, even online, and cardholders are protected from unauthorized use of the card with the Visa Zero Liability Policy.<sup>1</sup>
- The card is safer than carrying large amounts of cash, if lost or stolen the card can be replaced.<sup>1</sup>

## 3 How does the **PayCard** program benefit the employer?

- It is **free** for the employer to enroll and deposit employees’ payroll to the **PayCard**.
- The **PayCard** can help migrate your employees to direct deposit.
- Training is available for your HR and Payroll staff on administration of the **PayCard** System.
- Save money by eliminating the cost of issuing and distributing paper checks.

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\*The Visa Payroll Card is issued by INOVA pursuant to a license from Visa U.S.A. Inc.

<sup>1</sup> Visa’s Zero Liability Policy covers U.S. issued cards only and does not apply to commercial credit cards, ATM transactions or PIN transactions not processed by Visa. Cardholders must notify card issuer promptly of unauthorized use. Consult cardholder agreement for additional details or visit [Visa.com/security](https://www.visa.com/security).

# Employees

## What can I expect from my new **PayCard**? Payday as easy as 1, 2, 3...

1 Are you paying fees just to cash your payroll check?

- With the **PayCard** you can reduce or eliminate check cashing fees.
- Your money gets deposited automatically on payday.

2 Wish you could make purchases online, but don't have a credit card?

- With your **PayCard** you can go online and make purchases everywhere that accepts Visa® debit.
- The amount of your purchase is withdrawn from your **PayCard** balance.

3 Have immediate access to your pay on payday!

- No waiting in line to cash your check.
- Access cash at ATMs anytime.
- Pay your bills using Visa's web bill pay or pay the biller directly. Visit [www.visa.com/billpay](http://www.visa.com/billpay) for details.

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# Payroll Administrators

1

## How will this program be administered?

- The **PayCard** information will be administered via a web-based computer system.
- This system will allow you to enter new employees, remove terminated employees, and perform other administrative tasks as needed.

2

## Will I receive training?

- You will receive on-site or web-based training from a knowledgeable representative who will be able to walk you through the process step by step.

3

## Who will I call when I need help?

- **PayCard** clients receive the benefit of a Visa® representative to help them with prompt customer service when questions or problems arise with the program.

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# Technical Information

- 1 Set-up and administration is quick and easy.
- 2 **PayCard** Administration System is accessible through web interface.
- 3 Web-based or on-site training provided.
- 4 The **PayCard** program can be used with a third party payroll processor.

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