



Division of Human Resources

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## MEMORANDUM

**To: New Skylight Paycard Member**  
**From: Kansas State University Division of Human Resources**  
**Subject: Enrollment in Skylight Paycard**

Enclosed with this memorandum is the Skylight Instant Issue pack which includes the Skylight paycard assigned to you. **Your State of Kansas payroll funds will be deposited to your paycard account. This paycard is your means of accessing your net pay for your State of Kansas payroll.** In order to access your payroll funds, you must first activate the card by calling the toll-free number on the sticker on the card. Follow the instructions during the call to establish your Skylight paycard PIN number and to complete activation of the card. Also please verify your personal information at [www.skylightonocard.com](http://www.skylightonocard.com). Information on the card balance can be obtained by calling the toll-free number on the back of the paycard. Your net pay amount is available to access with your paycard by 9am ET on pay day.

In accordance with the policy announced by the Secretary of Administration on May 21, 2010, the State of Kansas has transitioned to 100% electronic payment for payroll and travel and expense reimbursements effective with all payments made on or after October 1, 2010.

As authorized by K.S.A. 44-314, the Skylight paycard is the default option for employees that fail to designate a financial institution account for electronic fund transfer or deposit. Since no financial institution account information was provided by you for enrollment in traditional direct deposit, you have been enrolled in the Skylight paycard program effective immediately. Information to enroll in traditional direct deposit in the future is located at <http://www.K-state.edu/hr/news/DirectDepositmemo.pdf>.

In addition to your Skylight Paycard, the enclosed Instant Issue Pack includes other information related to your Skylight account such as the Schedule of Fees (on back of card insert), Quick Start Guide, Skylight Checks, Account Rules and Regulations and the Consumer Privacy guide.

Additional information regarding the State of Kansas paycard program and the Skylight ONE card is available at <http://www.da.ks.gov/ar/payroll/#Paycard>. **KSU Human Resources staff are also available to assist you at the above listed address and telephone.**

The enclosed Skylight paycard allows you to access your net pay in many ways including the following:

- FREE cash withdrawal (up to paycard balance) by teller transaction at any VISA member bank (present the paycard, a photo id, and the amount available on the card that you wish to withdraw)
- FREE PIN debit or signature-based purchases (and cash back) at point-of-sale transactions at VISA participating merchants
- ONE FREE ATM cash withdrawal per pay period (up to daily limits) at ATMs in the Skylight network. **Fees will apply for additional/out-of-network ATM withdrawals.** Skylight Network ATMs can be identified at [www.skylightonocard.com](http://www.skylightonocard.com)
- FREE online banking for automated bill pay or use of unlimited Skylight checks for payment of bills

We strongly encourage you to visit [www.skylightonocard.com](http://www.skylightonocard.com) or contact Skylight Customer Care at 1-800-686-3363, or your agency HR staff to learn more about the benefits and flexibility provided by the Skylight paycard.