

Electronic Payment Card Instructions

In order to request a pay card please reach out to Payroll at Payroll@uark.edu or by scheduling an appointment with a payroll specialist.

In order to process the pay card request you will need to fill out a DocuSign form which asks for your personal information including:

- **SSN**
- **Date of Birth**
- **Primary Phone number**
- **Accurate current email address**
- **Accurate current mailing address.**

Please have all of this information prior to contacting payroll to set up the pay card.

Please note that this will be filled out on a secure server so we ask that you do not email any of this information to the payroll team.

Once the form is filled out payroll will process the form and provide you with a temporary pay card (either via mail to the address listed or in person).

Skylight Financial will then send a permanent card to your address provided on the form. The card will come in a blank white envelope so please be on the lookout for it. Additionally you will need to activate the permanent card once you receive it. Instructions on how to do so will be in the envelope. If you have any difficulty with activating the card please reach out to Skylight Financial. We will be unable to assist with activation.

If you have any other questions about setting up a pay card please reach out to Payroll@uark.edu.