

Title: Mandatory Direct Deposit for Payroll and Finance	Procedure Number: 6-J	Page 1 of 1
Board Policy or Policies: Board Policy 2.6 (College President), Policy 6.8 (Pay Practices)	Adopted by: Carrie Besnette Hauser, President Date of Last Revision: August 9, 2017	

Beginning on October 1, 2017, all employees, except those employed by way of a work-study program and except as otherwise described below, are required to enroll in direct deposit programs for payroll and expense reimbursements.

Employees can route direct deposits to most banks, savings and loans institutions, credit unions and other financial institutions throughout the continental United States, as long as the institution is a member of the National Automated Clearing House Association (NACHA). Deposits cannot be routed to foreign banks.

All employees are required to complete a direct deposit authorization upon hire.

Employees required to use direct deposit will not receive mailed paper versions of pay advisories or pay stubs. Direct deposit vouchers (pay advisories) will be available electronically on WebAdvisor up to two business days prior to pay day. Employees will receive an e-mail notification when pay advices are available to view.

Changes received by the payroll deadline will be effective with the next payroll processed following the deadline. Employees wishing to change their account designations for the next payroll processing must update their direct deposit information before the payroll deadline. Each new direct deposit form submitted overrides the information from the previously submitted form, so it is important to fill out each account request completely and to attach the required documentation for each account.

Employees are responsible for keeping their financial information current. If a deposit must be returned due to a closed account, employees can expect a delay in the reissuing of those funds. Employees are also responsible for verifying that their direct deposit requests have been processed correctly by reviewing their pay advice and/or calling their financial institution to confirm receipt of funds. The college is not responsible for any overdraft charges if funds are not deposited as expected.

Deposits are made electronically through the Federal Banking System, which minimizes the processing time. Funds will be transmitted to the employee's designated financial institution(s) by payday and posted to the employee's account by the individual financial institution(s), according to the financial institution's established posting schedule.

The employee's bank determines when the funds are actually available in the employee's account(s).

The following circumstances constitute an exemption to the direct deposit rule and may be applied as though a specific exemption has been granted by the College:

1. An employee's first paycheck.
2. An employee's final paycheck may be by check to facilitate the exit process and ensure that College

property is returned prior to separation.

3. All work-study students that have not elected to participate in direct deposit.

Employees who do not sign up for direct deposit will receive their pay and reimbursements in the form of a pay card. When employees receive pay cards, funds are electronically loaded onto a network-branded pay card so that they can access their money immediately on payday.