

Section: Compensation
Subject: Pay Method
Number: HR 3505

I. Institutional Regulations

As a condition of employment, all new employees shall be paid through direct deposit to their bank, savings and loan, or credit union account.

II. Procedure

A. Direct Deposit

1. Beginning January 1, 2010, all employees shall be required to have their net pay deposited directly to their account. Regular employees hired before January 1, 2010 have the option to use direct deposit or continue to receive their pay by check.
2. A "Direct Deposit Authorization Agreement" must be completed and submitted to Payroll.
3. New direct deposit orders shall be effective the first pay date after receipt. Change and stop requests shall be effective the next pay date if received no later than 5 days prior to pay day.
4. The direct deposited money shall be credited to the employee's account on payday.
5. The employee shall be given a Statement of Earnings which will contain information similar to a payroll check stub. The Statement of Earnings is available electronically on Employee Web.

B. Direct Deposit Exceptions

1. An exception may be made for a person who is unable to obtain a checking or savings account. The Payroll Office will require a letter from a financial institution indicating they will not open a checking or savings account for an employee.
2. Other exceptions may be considered on a case by case basis.

C. Manual Checks - Special exceptions necessitating the issuance of a manual check by Payroll shall require the approval of the Executive Director, Human Resources or designee.

APPROVED:



Executive Director, Human Resources

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