Policy 5.11

Direct Deposit Policy

All employees (full and part-time) are required to receive their paychecks via direct deposit. In the event employee's banking account information changes, the employee is responsible for notifying the Human Resources (HR) Office of this change. Employees will need to submit a direct deposit authorization form with the new banking information. Failure to submit the updated form may cause a delay in the employee receiving his/her monthly payroll on the pay date.

The direct deposit authorization form for enrollment or changes in employee direct deposit information must be received in the HR Office by the first (1st) of the month in which the enrollment/change will be effective. (Ex. Effective with a pay date of 8/31; the direct deposit authorization form must be in the HR Office by 8/1.)

Should there be an unusual or unforeseen circumstance requiring an employee to receive a paper (live) check, the paper (live) check may be picked up from the Business Office on the pay date prior to 11:00 am. If not picked up by 11:00 am, the check will be mailed to the address on file with the HR Office. If the pay date falls on a day that the College is closed, the payroll check will be mailed the day before the pay date to the address on file in the HR Office unless you notify the Payroll Office to hold it for pick up on the next College workday. If your payroll check is late due to postal delays or an incorrect address, the College will not issue another check for two weeks from the date on the check in order to allow sufficient time for the original check to be returned to the College or delivered to the employee. It is the employee's responsibility to maintain accurate address information with HR.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Leadership Council Review/Approval Dates: *10/12/18*

Senior Staff Review/Approval Dates: *11/6/13, 8/14/18*

Board of Trustees Review/Approval Dates: *11/6/13, 10/2/18*

Implementation Dates: *Enter date(s) here*