

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.8	Classification and Salary Administration	Revised:	January 2008
Policy 4.8.9	Direct Deposit	Responsibility:	Vice President for Human Resources

DIRECT DEPOSIT

Policy

Health Science Center employees may elect to have their payroll checks deposited directly to their personal bank or credit union account. Employees are encouraged to avail themselves of this option for its convenience and security.

Applicability

Direct deposit is available to all Health Science Center employees who are paid on a monthly or hourly basis.

Procedures

1. In order to take advantage of direct deposit, an employee must complete a [Direct Deposit Authorization](#) form and return it to the Benefits Section of Human Resources who will then forward it to the Payroll Services Office or the individual may send it directly to Payroll Services Office.
 2. A blank voided personal check must accompany the form, if depositing to a checking account. A deposit slip is not a suitable replacement for the blank voided check, since not all of the required information is included on a deposit slip.
 3. If depositing to a savings account, care must be taken to ensure the correct account number is on the [Direct Deposit Authorization](#) form.
 4. There can be a one month delay in activation of a change to a direct deposit authorization depending on the timing of the receipt of the authorization form.
 5. To change or cancel a direct deposit, the [Direct Deposit Authorization](#) form must be used. To minimize any disruption of pay, it is important that an employee notify the Payroll Services Office as soon as possible when the employee either changes or closes bank accounts or changes financial institutions.
 6. Cancellation of the authorization of an individual's direct deposit will be effective in the next payroll cycle after receipt of the [Direct Deposit Authorization](#) form.
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