

Direct Deposit Policy

- 1.0 POLICY STATEMENT:** Direct deposit provides the city and employee a consistent method to make payroll earning payments. Direct deposit is a condition of employment for full-time employees hired on or after January 1, 2007. Full-time employees not currently enrolled in direct deposit shall enroll no later than March 1, 2011.
- 2.0 PROCEDURES:** An employee must complete an “Authorization for Direct Deposit” to enroll. The City is not responsible for service fees assessed by a bank when employees make transactions on their account prior to direct deposit monies being credited to their account.
- 2.1 Employees are responsible for providing and verifying accurate and legible bank information; any inaccuracies may result in a failed direct deposit and a delay in your pay.
- 2.2 If direct deposit is to a checking account, a deposit slip cannot be substituted for a voided check because deposit slips may not have the entire bank routing information needed for direct deposit.
- 2.3 Employees may deposit to multiple accounts in multiple banks.
- 2.4 A non-negotiable slip advising you of the deposit and a payroll stub will be supplied in lieu of a check.
- 2.5 Your net pay and other direct deposit distributions will be deposited on payday. Your net pay may vary from one pay period to the next depending on changes in your pay, deductions, tax rates, hours worked, etc.
- 2.6 If you wish to change banks or bank accounts, change deposit amounts, or stop a direct deposit, you must submit a new direct deposit authorization form 30 days prior to when the changes will be effective.
- 3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

M. Denis Peterson
City Manager