

**INTERNAL/ DEPARTMENTAL POLICY AND PROCEDURE**

**TITLE:** Direct Deposit of Biweekly Net Pay

**EFFECTIVE DATE:** February 20, 2009 (*Form Updates 11/27/13; 11/19/15*)

**CANCELLATION:** None

**DIVISION:** BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

**CATEGORY:** Payroll

**RESPONSIBLE DEPARTMENT:** Payroll Office

1. **Purpose**

To publish direct deposit requirements and related procedures.

2. **Scope and Applicability**

This internal policy and procedure applies to all *biweekly* employees, including student employees and part-time hourly employees.

3. **Direct Deposit Requirements**

Direct deposit of net pay is a fast, safe, proven and free service provided to biweekly employees. In accordance with LCTCS Policy #6.004, [\*Mandatory Direct Deposit\*](#), employees of Delgado Community College are required to participate in direct deposit of net pay to his/her financial institution unless certain conditions exist to exempt the employee from this requirement. The requirement for direct deposit applies to all *biweekly* employees, including students and part-time hourly employees.

4. **Direct Deposit Authorization Process**

A. To ensure compliance with the direct deposit requirement, all biweekly employees are required to complete an [LCTCS Direct Deposit Enrollment Authorization Form](#). This form is provided to new employees during the orientation process.

- B. The Payroll Manager reviews the authorization forms to ensure that the information is complete and accurate. Authorized payroll personnel are responsible for maintaining and updating the employee's direct deposit information in the payroll system.
- C. Employees with currently authorized direct deposit of net pay who wish to change the financial institution, account number, or account type are responsible for submitting an updated [LCTCS Direct Deposit Enrollment Authorization Form](#) indicating the revisions desired to the Payroll Manager.
- D. Original Direct Deposit Enrollment Authorization Forms are maintained in the Human Resources Department.
- E. Employees are encouraged to contact the financial institution directly to confirm the deposit to their account. Although financial institutions normally make deposited pay available no later than payday, each financial institution has its own policy. Each employee is responsible for verifying the deposit has been made prior to expending the funds.
- F. Upon separation from the College, personnel transactions for ending employment assignments must be processed promptly to ensure that direct deposits of pay be terminated at the appropriate time.

**5. Direct Deposit Hardship Exemption**

- A. A biweekly employee may be deemed exempt from the direct deposit requirement and therefore authorized to receive payment by check if he or she meets one of the following conditions for exemption:
  - Geographical Barrier
  - Physical / Mental Disability Barrier
  - Inability to establish a qualifying account at a financial institution
- B. A biweekly employee requesting a direct deposit hardship exemption must submit a completed [LCTCS Direct Deposit Waiver Request Form](#) to the Payroll Manager for consideration of approval by the Assistant Vice Chancellor/Controller.
- C. Notification of approval or denial of such a request will be made within seven (7) working days of receipt of the [LCTCS Direct Deposit Waiver Request Form](#). Hardship exemption considerations will mirror those put in place by the State of Louisiana Division of Administration's Office of State Uniform Payroll. The Assistant Vice Chancellor/Controller reviews the validity of the conditions upon which an exemption is requested and then approves or rejects the authorization on behalf of the College.

---

*Attachments:*      [LCTCS Direct Deposit Enrollment Authorization Form](#)  
[LCTCS Direct Deposit Waiver Form](#)

*Reference:*            LCTCS Policy #6.004, [Mandatory Direct Deposit](#)  
State of Louisiana Division of Administration [Office of Uniform Payroll](#)  
[System Guidelines](#)

*Reviewed by:*        Ad Hoc Direct Deposit Committee 2/16/09  
Controller's Office 2/16/09  
Business and Administrative Affairs Council 2/20/09

*Approved by:*        Vice Chancellor for Business and Administrative Affairs    2/20/09

*Form Updates:*      LCTCS Direct Deposit Enrollment Authorization Form 11/27/13  
LCTCS Direct Deposit Waiver Form 11/19/15