

INTERNAL/ DEPARTMENTAL POLICY AND PROCEDURE

TITLE: Direct Deposit of Biweekly Net Pay

EFFECTIVE DATE: *February 15, 2018
(*Title Updates 2/15/18; Form Updates 11/27/13; Original 2/20/09)

CANCELLATION: BAA-K01 (11/19/15)

DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

CATEGORY: Payroll

RESPONSIBLE DEPARTMENTS: Payroll Office/Human Resources

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. Human Resources reviews the authorization forms to ensure that the information is complete and accurate. Authorized human resources personnel are responsible for maintaining and updating the employee's direct deposit information in the Banner Human Resources 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 Human Resources.
- D. Original Direct Deposit Enrollment Authorization Forms are maintained in Human Resources.
- 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 LCTCS Payroll Office in accordance with procedures outlined in LCTCS Policy #6.004, [Mandatory Direct Deposit](#).

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

Review/Approval: Ad Hoc Direct Deposit Committee Review 2/16/09
 Business and Administrative Affairs Council Review 2/20/09
 Vice Chancellor for Business and Administrative Affairs 2/20/09
 LCTCS Direct Deposit Enrollment Authorization Form Addition
 Approval - Vice Chancellor for Business and Administrative
 Affairs 11/27/13
 LCTCS Direct Deposit Waiver Form Addition Approval - Vice
 Chancellor for Business and Administrative Affairs 11/19/15
 Title Updates 2/15/18, 11/19/15 Approval - Vice Chancellor for
 Business and Administrative Affairs