



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DEA-4 Direct Deposit of Employee Pay **APPROVED:** April 30, 1979 **REVISED:** June 1, 2007
Year of last review: 2022
AUTHORIZING BOARD POLICY: DEA

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated Contact: Comptroller

OBJECTIVE: To provide guidelines for handling the direct deposit of any District employee's pay.

PROCEDURE:

I. General Provisions

All employees must make provision for direct deposit of their pay. When an employee can prove he/she cannot obtain an account at a financial institution, the College will provide a Paycard to the employee. The Paycard may be granted on a case by case basis. Either option is governed by the guidelines below:

II. Initiating Direct Deposit at a financial institution

- A. Direct deposit can be made to either a checking account or savings account.
- B. The direct deposit agreement will remain in effect until employment with the District is terminated. When changing financial institutions, refer to item G below.
- C. The employee will fill out a *Direct Deposit Authorization Request* available on the College website or upon request, from the Payroll or Human Resources Department.
- D. In order to be complete, the Direct Deposit form must have a voided check attached to it or be stamped by the employee's financial institution to validate the correct account and routing number.
- E. The employee will forward the completed Direct Deposit form to the Payroll Department.
- F. The Payroll Department will verify the account information and set up the employee's pay for direct deposit.
- G. When changing banks, an employee must initiate a timely new *Direct Deposit Authorization Request* according to the above guidelines.
- H. On pay day, the employee's pay advice will be available to the employee on the College website.

III. Initiating Direct Deposit through Paycard

- A. When an employee can prove his/her ineligibility for an account at a financial institution or for any other justified reason, the employee will complete a Paycard sign-up form. The Paycard will be used to direct deposit an employee's pay.
- B. The Paycard sign-up form is to be completed in the Payroll Department.
- C. On pay day, the employee's pay advice will be available to the employee on the College website.