



## **POLICIES & PROCEDURES**

**Title: Mandatory Direct Deposit**

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**Revised Date:**

**Department: Human Resources**

### **Policy**

Delta Community College adheres to the LCTCS policy on Mandatory Direct Deposit (policy # 6.004):

Direct deposit of net pay is a fast, safe, proven and free service provided to employees by organizations. This policy supersedes the system policy adopted August 9, 2000, Mandatory Direct Deposit for Employees Paid by the Uniform Payroll System, to reflect the supposition of centralized payroll by the LCTCS.

All employees of all entities who are paid through the LCTCS Centralized Payroll will be required to participate in direct deposit of net pay to his/her financial institution.

The direct deposit hardship exemption requires completion of a Direct Deposit Waiver form and submission of such form to the centralized payroll office of the LCTCS. Notification of approval or denial of such a request will be made within seven working days of receipt of the Direct Deposit Waiver form. Hardship exemption considerations will mirror those put in place by the State Division of Administration.