

<b>Andes Central School District</b>	<b>NEPN Code: GEA</b>
<b>Policy Manual</b>	<b>Page 1 of 1</b>

## **PAYROLL DIRECT DEPOSIT POLICY**

As of November 1, 2013, all new and current full and part-time employees will be required to participate in mandatory payroll direct deposit. The district will no longer issue paychecks.

Employee pay will be electronically deposited directly into one or more checking or savings accounts designated by each employee. Accounts must be established with banks or credit unions that support direct deposit.

If an employee does not have an account with a financial institution, the District, at the employee's expense, the employee may purchase a debit card and salary will be downloaded to the account accordingly.

A list of participating banks and credit unions in the region is available from the business office. A list of debit cards is also available from the business office.

An employee may set up multiple accounts at the same or different banking institutions for receipt of direct deposits. Participation in direct deposit will be a condition of employment.

In certain cases the initial pay for a new employee may be provided by paycheck to allow for sufficient time to process direct deposit information with the participating banking institution.

The business office will assist employees with any questions or concerns about direct deposit and also provide assistance with completing the necessary documentation.

Legal References:

Cross References:

Adopted:                      October 14, 2013

Revised: