



Policy & Procedure No. 6.004
Nunez Community College

Title: MANDATORY DIRECT DEPOSIT

Effective Date: 11-11-2020

Last Revision Date:

Cancellation:

Department/Office: Human Resources

Mandatory Direct Deposit

PURPOSE

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.

SCOPE

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.

POLICY


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.

X	Reviewing Council/Entity	Review Date	Effective Date
X	Human Resources	Oct. 2020	11-11-2020
X	College Compliance Committee	11-11-2020	11-11-2020
X	Chancellor's Council	11-11-2020	11-11-2020

Policy Referenced: LCTCS Policy #6.004

Distribution: Distributed Electronically via College's Internet: _____

Chancellor's Signature/Approval

SIGNATURE: 
Tina M. Tinney, Ed.D.
Chancellor

DATE: 11-11-2020