

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

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Department: Financial Services/Human Resources  
Subject: Payroll Direct Deposits  
Date Issued: August 10, 2006  
Date Revised:  
Approved By:

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### **I. Policy**

This policy sets forth the guidelines for making payroll direct deposits

### **II. Scope**

This policy applies to all faculty, staff and students.

### **III. Terms and Definitions**

- Direct deposit – payment made directly into a bank account(s) authorized by the employee.
- Direct deposit form – form used to authorize direct deposit of employee pay into bank account(s).

### **IV. Procedures and Guidelines**

- A. Payments for work completed are normally made by direct deposit into the bank account(s) authorized by the employee.
- Employee completes a Direct Deposit Form at time of hire. One or more bank accounts with bank routing number are listed on this form, along with employee's signature as authorization for direct deposit.
  - Payroll deposits will be made the 25<sup>th</sup> of the month for exempt and faculty positions.
  - Payroll deposits for non-exempt positions will be made on Wednesday, the 12<sup>th</sup> day following the end of each pay period.
  - If a payday falls on a holiday, Saturday or Sunday, direct deposits will be made on the previous workday.
- B. Changes to Direct Deposit
- An employee shall complete a new Direct Deposit Form in order for the Payroll Office to change the routing of funds. This should be completed at least two weeks prior to the next applicable payroll date.
- C. Exceptions to Direct Deposit Method of Payment
- Timecards received after payroll processing is completed will not be included in that payroll's direct deposit. In this case, any funds disbursed will either be by check or wire transfer as determined by the Controller.

## **V. Confidentiality and Record**

All documents related to the payroll process and related employment records will be held in strict confidence in the Payroll Office.