

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.5	Payroll Services	Revised:	September 2008
Policy 6.5.7	Direct Deposit	Responsibility:	Assistant Vice President for Business Affairs

DIRECT DEPOSIT

Procedures

All employees paid through Payroll Services may sign up to have their paychecks electronically deposited into their bank accounts. In order to take advantage of this benefit, the employee must complete a [Direct Deposit Authorization Form](#) and return it to the Payroll Services Office. A blank voided personal check must accompany the form if the deposit is to be made to a checking account. If the deposit is to be made to a savings account, care must be taken to ensure the correct account number and bank routing number is on the authorization form.

There can be a one-month delay in activation of an initial authorization or change to a direct deposit authorization depending on the timing of the receipt of the authorization form in the Payroll Services Office. Cancellation of the authorization of the direct deposit will be effective in the next payroll cycle.
