

Policy Name: Direct Deposit of Pay
Effective Date: October 1, 2008

I. PURPOSE

To outline the policies and procedures for the direct deposit of MVSU employee payroll payments.

II. POLICY

Effective October 1, 2008, all regular full-time and part-time employees are required to participate in payroll direct deposit. Regular employees include faculty, professional, salaried and hourly staff. Temporary employees including graduate students, adjunct faculty and professionals, and other miscellaneous wage employees will be subject to this policy as well.

A. Direct Deposit Financial Institution

Each new or rehired employee, at the time of employment or return to the payroll, shall designate up to three financial institutions and associated checking or savings account for the direct deposit of pay by completing a Direct Deposit Form, available on the [MVSU web site](#) or in the Human Resources office. The designated financial institution must be a member of the National Automated Clearing House (NACHA). New employee direct deposit forms are to be sent to the Human Resources Office with other new hire paperwork.

The Direct Deposit Form may also be used by current employees to notify Human Resources of changes

B. Information on Direct Deposit

Direct deposit payments are available in employees' designated accounts at the financial institution's opening of business the morning of payday, ready for check writing or withdrawal through an automated teller machine.

Employees can access their personal payroll data on <http://www.sutton2.mvsu.edu>. A human resources representative can answer any questions that employees may have about accessing this information online.