



## Direct Deposit Policy

Policy #:	HR012.1
Policy Type:	University
Responsible Executive:	VP for Business Affairs
Responsible Office:	Human Resources
Originally Issued:	May 30, 2023
Latest Revision:	May 30, 2023
Effective Date:	May 30, 2023

### I. Policy Statement

Direct Deposit is the University of Louisiana Monroe's (ULM) preferred method for issuing payroll payments to employees. All University employees are encouraged to utilize direct deposit. To utilize direct deposit employees must provide written authorization via the [Payroll Authorization for Electronic Deposit Form](#).

### II. Purpose of Policy

The purpose of ULM's Direct Deposit Policy is to promote safe, confidential, convenient, and fast payments to all University employees.

### III. Applicability

All employees of the University (faculty, staff, student workers, graduate assistants, casual wage)

### IV. Definitions

NA

### V. Policy Procedure

In order for an employee to authorize or change their direct deposit, the employee is required to completely and accurately fill out the [Payroll Authorization for Electronic Deposit](#) form and attach a voided check, a deposit slip, or a document from the bank with account number for direct deposit. The employee is to return their completed authorization form to: Department of Human Resources, Coenen Hall Office 107. If the employee is mailing the form through the United States Postal Service, send it to the following address: University of Louisiana at Monroe, Department of Human Resources, Coenen Hall, 700 University Ave, Monroe, LA, 71209. The Department of Human Resources will accept completed direct deposit forms with the employee's original signature, but will not accept electronically submitted forms (email, fax, etc.).

Once the authorization form is received by the Payroll Office, it may take one pay cycle to become active. During such time an employee shall be paid by paper check. The paper check will be sent to La Capitol Federal Credit Union on the University's campus. If the paper check must be mailed, notification must be sent to the Payroll Office. The paper check will then be mailed to a valid mailing address on file.

NOTE: It is the employee's responsibility to review their payroll stubs for accuracy of personal and payment information. Further, it is the employee's responsibility to notify the Payroll Office when there is any change to their bank and/or bank account that affects their direct deposit.

## VI. Enforcement

The Department of Human Resources is responsible for enforcement of the policy.

## VII. Policy Management

The Vice President of Business Affairs is the Responsible Executive accountable for the management of this policy. The Department of Human Resources is responsible for maintaining this policy.

## VIII. Exclusions

NA

## IX. Effective Date

This policy will be in effect upon the date signed by the University President.

## X. Adoption

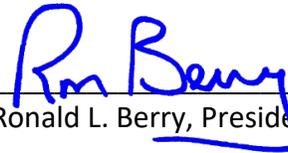
This policy is hereby adopted on this 30<sup>th</sup> day of May 30 2023.

Recommended for Approval by:

Approved by:



Dr. Bill Graves, VP for Business Affairs



Dr. Ronald L. Berry, President

## XI. Appendices, References and Related Materials

[Payroll Authorization for Electronic Deposit Form](#)

## XII. Revision History

Original Adoption Date: May 30, 2023