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 30th 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