

### 3357:13-16-44 Direct Deposit of Employee Pay

- (A) Direct deposit allows for the automatic deposit of net earnings in the financial institution of choice. Payroll funds can be deposited to any financial institution within the United States as long as the institution is participating in automated deposits.
- (B) Full-time employees are required to have direct deposit. All employees are eligible for direct deposit.
- (C) Employees shall provide a written authorization for payment by direct deposit (Authorization Form for Direct Deposit form). The authorization shall include the designation of a financial institution equipped to accept direct deposits and the number of the account into which the deposit is to be made. The authorization shall remain in effect until withdrawn in writing by the employee or until dishonored by the financial institution.
- (D) Hard copy Authorization Form for Direct Deposit forms are only available in the Human Resources office and must be completed in the presence of a Human Resources staff member. Forms received via email or US Postal Service will not be accepted.

In the event an employee is located significantly away from campus and is not expected to come to campus (e.g. resides outside of the State of Ohio), Human Resources will contact the employee directly to complete/verify the direct deposit form.

- (E) Direct deposit enrollment/activation will generally require approximately one to two pay periods to become effective.
- (F) It is extremely important that the numbers used to identify a financial institution and account are accurate. If not, the length of time to enroll in direct deposit could be increased, or funds could be routed to the wrong account. It is recommended that employees verify their bank routing and account numbers with their financial institution before completing a form.
- (G) It is the responsibility of employees to notify Human Resources when there is a change to a bank and/or account(s) that affects direct deposit. Again, employees should contact Human Resources prior to closing an account to the extent possible. In the event that funds are submitted and the account information is invalid, the employee will be charged any and all fees associated with the return, costs to reissue a paycheck, etc.

If changing a bank account, complete a new Authorization Form in the Human Resources office to establish the new account. The change may require a minimum of up to two pay periods. Both accounts should be kept open until the new account begins to receive funds.

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Expires: October 1, 2024

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