

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

- (A) Direct deposit allows for the automatic deposit of net earnings in the financial institution(s) 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) All non-student employees are required to have direct deposit. All employees are eligible for direct deposit.
- (C) For employee direct deposit management, there are two available methods for initiating or changing direct deposit accounts:
- Employees may fill out a paper “Authorization Form for Direct Deposit” form in person in the Human Resources office. 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.
 - Employees may use the “Banking Information” tile located in “Colleague Self-Service” (MyNC). Instructions and / or help is available upon request from the Human Resources office.
- (D) Direct deposit enrollment/activation will generally require approximately one to two pay periods to become effective.
- (E) 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, funds could be routed to the wrong account, or the funds could be returned to the College by the financial institution. It is recommended that employees verify the routing and account number(s) with their financial institution(s) before making any changes with the form or online.
- (F) It is the responsibility of employee 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, initiate the new account with the form or online. 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.

Effective: May 26, 2024

Next Review: June 1, 2029

Review dates: 8/15/85, 8/24/19, 10/24/19, 2/14/24