



POLICY ON DIRECT DEPOSIT PAYROLL PROGRAM

Dated: April 30, 2015

Supersedes: HR.302 Direct Deposit Payment Program dated July 20, 2009

I. PURPOSE

To establish guidelines for employees to participate in the Direct Deposit payroll program, change accounts or to terminate the direct deposit.

II. POLICY

It is the policy of New York Medical College to provide its employees with the opportunity to participate in the College's Direct Deposit payroll program.

III. SCOPE

This policy applies to all College staff and CBU employees.

IV. DEFINITIONS

- A. *Direct Deposit* – electronic bank transfer of wages/salary due to an employee, each pay period.
- B. *Pay Period* – bi-weekly payment of employee wages/salary.
- C. *CBU* – Union represented employee (Collective Bargaining Unit), as per the applicable Bargaining Unit Agreement.

V. PROCEDURES

- A. Employees may elect to have their paycheck directly deposited into either their checking or savings account – but not both. The total paycheck amount can only be directly deposited to one account.
- B. Employees interested in participating in the Direct Deposit payroll program must complete the **Direct Deposit Authorization (HR-30)** form.
- C. The completed form, together with a voided check or verification of ABA routing number and bank account number, should be submitted by the employee to the Human Resources Department. Upon receipt of the completed authorization form, Human Resources will review the form before inputting it into HR/Payroll system.

- D. Data on the authorization form will be inputted into the payroll system.
1. Any potential problems, errors or inconsistencies with the authorization form and the College electronic transfer system will be acknowledged during the initial "test" which is known as pre-notification.
 2. The employee will be notified if there are any problems during the pre-notification period.
 3. If no problems exist, the first actual electronic transfer of wages/salary will occur on the next payroll period immediately following pre-notification.
 4. Since the College's pay period is bi-weekly, it will take a total of four (4) weeks from the time employees submit their completed authorization form to the Human Resources Department until the Direct Deposit takes effect.
- E. Each payday, all participants in the Direct Deposit program can view online their paycheck listing gross salary, all deductions and net salary plus year-to-date totals.
- F. If a problem occurs and an employee makes a request to terminate the direct deposit for a specific pay periods or to reverse the direct deposit paycheck currently electronically deposited to their account, a written request or e-mail must be submitted to Payroll or Human Resources and approved by Human Resources before a regular paycheck can be issued. A regular paycheck can only be issued after General Accounting notifies Payroll that the funds have been returned to the College from the bank.
- G. When an employee wishes to terminate their direct deposit, the employee must complete and sign the **Direct Deposit Authorization (HR-30)** form and submit it to Human Resources or fax it to (914) 594-4309. This must be done before the direct deposit termination request can be processed.
- H. At the time of termination, the employee's last paycheck and vacation payout (if eligible) will not be eligible for the Direct Deposit program. A regular paycheck will be issued.

VI. EFFECTIVE DATE

This policy is effective as of the date signed below.

VII. POLICY RESPONSIBILITY

A. Employees

1. Complete and submit a **Direct Deposit Authorization (HR-30)** form for enrollment or termination of direct deposit program.

2. Send updated HR-30 to Human Resources when direct deposit bank or account is changed or when a request is made to terminate direct deposit.

B. Human Resources Department

1. Verify accuracy and completeness of the authorization form.
2. Contact the employee to obtain any missing or incorrect information.
3. Process the Direct Deposit Authorization (HR-30) form to initiate, change or terminate the direct deposit.
4. Provide advice and guidance with respect to the interpretation and administration of this policy.

VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations

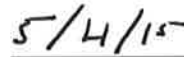
Responsible Executive: Director of Human Resources

Responsible Offices: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date