

PAYROLL DIRECT DEPOSIT AND NOTIFICATION POLICY

I. PURPOSE

The purpose of this policy is to implement a uniform payroll system of direct deposit and payroll notification

II. GENERAL STATEMENT OF POLICY

- A. All active employees shall receive their check via direct deposit into an account or accounts of their choice.
- B. Payroll notification will be available to the employee through electronic means through a designated website.
- C. Tax information will be available to the employee through electronic means through a designated website.
- D. All employees are responsible for notifying the District of any account changes in a timely fashion.
- E. This Policy is effective July 1, 2011.

Approved: 03/07/05 Reviewed 04/06/20
Revised: 10/06/08
05/16/11
04/08/14
12/21/15