

**WALLA WALLA COMMUNITY COLLEGE
MANDATORY DIRECT DEPOSIT OF WAGES
ADMINISTRATIVE POLICY 4710**

I. Policy Background/Purpose:

Due to the passing of HB 2585 in 2012, the legislature allows Institutions of Higher Education to require payment of wages by direct deposit for employees with accounts in financial institutions and by alternative methods, such as payroll cards, for employees without such accounts. In an effort to comply with Walla Walla Community College core themes by managing financial resources wisely and reduce paper consumption, all employees will be required to sign up for direct deposit.

II. Authority:

RCW 41.04.240

III. Scope/Responsibilities:

This policy applies to all employees of the college.

IV. Policy:

All employees of Walla Walla Community College will be required to participate in Direct Deposit of Salary/Wages to be deposited in a financial institution of their choosing or a payroll pay card.

V. Procedures:

- A. A direct deposit enrollment form will be provided to all employees upon initial hire. Employees are encouraged to provide direct deposit information for the financial institution of their choice upon hire. If the employee does not complete a direct deposit choice form, the default will be dispersal to the payroll issued pay card.
- B. All current employees not currently on direct deposit will be provided a direct deposit form and will have one pay period to provide their financial institution information or be defaulted to the payroll issued pay card.
- C. Employees will have their net pay electronically deposited into a financial institution on payday. The College does not provide printed advice of deposits; however, payroll detail is available for viewing and printing from the CCNET Portal.
- D. Upon completion of the direct deposit choice form, any checks produced prior to direct deposit commencing will be mailed to the employees' address on file in payroll.

It is the employee's responsibility to notify Payroll when there is any change to a bank and/or bank account(s) that affects direct deposit. The direct deposit form should be used to communicate changes to or cancellations of direct deposit information. Any change must be received at least one week prior to the payment date for which the change is to occur.

<p>Policy Contact: <u>VP of Administrative Services</u></p> <p>Approved by (Department/Body): <u>Dr. Derek Brandes, President</u></p> <p>Date Originally Approved: <u>March 1, 2018</u></p> <p>Last Reviewed/Revised on: _____</p>
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