

**FINANCIAL AND BUSINESS SERVICES POLICIES AND PROCEDURES**

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|-------------|------------------------|----------|------------------|
| Area:       | Policy and Procedure   | Number:  |                  |
| Subject:    | Payroll Direct Deposit | Issued:  | December 1, 2011 |
| Applies To: | Faculty and Staff      | Revised: |                  |
| Sources:    | Payroll Office         | Page(s): | 1 of 1           |

**Purpose:**

To inform employees of the Board of Regents policy mandating direct deposit of payroll.

Please see Board of Regents Policy 7.5.1.1: [http://www.usg.edu/policymanual/section7/policy/7.5.1\\_banking](http://www.usg.edu/policymanual/section7/policy/7.5.1_banking)

**Policy:**

University System of Georgia policy requires all faculty, staff and student employees to request direct deposit of their payroll payments within 30 days of date of hire. Employee and their supervisor will be notified if payroll direct deposit request is not completed within the 30 day grace period.

If an employee is unable to obtain a bank account they must provide bank documentation denying banking services to the Georgia Southern Payroll Office. Employees unable to secure banking services will be provided payroll payment on a [money account](#).

If the employee changes bank, or bank account, it is their responsibility to update their payroll direct deposit record through [ADP Self Service](#) (see link below) so that the new account may be pre-noted. Pre-noting is the process of verifying banking information such as routing number and account so that wages are deposited into the proper account. The employee will receive a paper check the first payroll after a banking account change has been made unless they opt not to on the University form available at: <http://services.georgiasouthern.edu/payroll/forms/DirectDepositAuthorization.pdf>.

**Procedure:**

To enroll or make changes for direct deposit, log on to ADP Self Service at: <https://portal.adp.com/public/index.htm> or complete University form available at: <http://services.georgiasouthern.edu/payroll/forms/DirectDepositAuthorization.pdf>.

Student employees hired in concurrent jobs (two separate institution jobs) will encounter problems when requesting direct deposit resulting in direct deposit applying to only one job. To correct this, the student employee should complete the Direct Deposit Authorization Form, check the Concurrent Job box and forward the form to the Payroll Office at Box 8129. Concurrent jobs only apply to student employees.