

Administrative Procedure 230.1A

Name of Procedure: Mandatory Direct Deposit

Policy Number: 230

Purpose

[RCW 41.04.240](#) 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 accounts in financial institutions. In an effort to save staff time and resources and reduce paper consumption, effective March 1, 2021 all Lower Columbia College employees will be required to select either direct deposit to a financial institution of their choosing or a payroll pay card.

Process

Information about the requirement of direct deposit and how to set up direct deposit in Employee Self-Service in ctcLink will be provided to all new employees during their new employee orientation with Human Resources. Employees are encouraged to input direct deposit information for the financial institution of their choice when they begin working for the College. If the employee doesn't sign up for direct deposit within 30 days after their start date, they will default to paycheck dispersal to the payroll card issued by Payroll. Payroll will notify employees when they default and provide information on using the payroll pay card.

Employees will have their net pay electronically deposited into the financial institution they selected on payday. Paycheck information is viewable in the Employee Self-Service in ctcLink.

Upon completion of the direct deposit information in the Employee Self-Service, any checks produced prior to direct deposit being set up will be mailed to the mailing address identified in ctcLink.

It is the employee's responsibility to make changes to their direct deposit information in the Employee Self-Service.

Current Employees not Signed up for Direct Deposit

All current employees who are not currently signed up for direct deposit will be notified that we are requiring direct deposit. These employees will have 30 days to input their direct deposit information in the Employee Self-Service or they will be defaulted to the payroll pay card.

- 2-3-21 Governance Council
- 1-19-21 UMCC
- 2-10-21 to 2-23-21 Campus Review
- 2-24-21 Executive Leadership Team

