

## **DIRECT DEPOSIT PROCEDURES**

1. Effective April 1, 2000 employees hired after March 31, 2000 are required to participate in direct deposit.
2. New employees should be notified of this requirement when the employment offer is made.
3. New employees will be allowed a grace period of 30 days in which to complete the direct deposit application form and submit it to their campus payroll office.
4. Exceptions to required participation:
  - a. Employees with wage assignments (garnishments, UT debts, etc.) Campus payroll offices will notify the UWA Payroll Office of these employees.
  - b. Employees who show evidence of not being allowed to have a bank account due to court order or due to religious reasons. Documentation should be forwarded to the UWA Payroll Office for review.
  - c. Employees paid on the weekly Miscellaneous (T-27) payroll.
5. New employees who have not returned the direct deposit forms within 30 days of employment will be required to complete the forms before their next payroll check will be released to them by their campus payroll office.
6. Current employees will be encouraged to participate but they will not be required to direct deposit at this time.
7. Employees can change financial institutions or the distribution between banks or accounts but will not be allowed to cancel their direct deposit participation.