

PULASKI COUNTY DIRECT DEPOSIT POLICY

Prepared by the Payroll Department

1. All regular full-time employees who want to participate in direct deposit of pay must complete a Pulaski County Payroll Direct Deposit Authorization form. The employee must attach a voided check or a bank issued document indicating account number information for each account requested for direct deposit. **NO FORMS WILL BE ACCEPTED BY THE PAYROLL DEPARTMENT WITHOUT A VOIDED CHECK OR BANK ISSUED DOCUMENT.** The bank issued statement must contain the following information:

- #1. Name of the Financial Institution
- #2. Financial Institution Routing Number
- #3. Account Type
- #4. Account Number

No changes will be accepted over the telephone. All completed authorization forms will be sent to the Payroll Department.

2. Direct deposit options to employees will be based on an employee's net pay, which can be routed, to up to three account types (checking or savings, bank or credit union). Employees selecting a second and/or third option for direct deposit must specify the amount to be remitted to each financial institution indicated in the corresponding second and/or third boxes on the enrollment form. Employees will not be allowed to designate a percentage of their net pay to be divided between the second and third options. Employees who participate in direct deposit of pay will not receive a paycheck on payday. Employees who choose direct deposit of pay authorize Pulaski County to deposit 100 percent of the employee's net pay.
3. Pulaski County employees have two credit unions whose benefits are accessible through payroll deduction. Some employees currently exercise their credit union payroll deduction option since direct deposit was not available. Under direct deposit these employees will not be limited to the two credit unions currently available but will have the option of selecting up to three financial institutions of the employee's choice. If an employee elects to participate in direct deposit and currently has a deduction for one or both of the credit unions, the employee must enroll the credit union or credit unions as a direct deposit option. In the future, Pulaski County will review the feasibility of continuing credit union payroll deduction as it is now being offered to County employees.
4. The Payroll Department will notify employees when their direct deposit of pay will begin. This will be done on an individual basis based on the date the direct deposit information is received in the Payroll Department. This will also be an informative tool to let the employee know the Payroll Department has received their information and who to contact in the Payroll Department for information or questions in the

future. The Payroll Department will also include a sample direct deposit advice. A copy of the Payroll Schedule will also be attached for the employee's information.

5. Employees will be responsible for notifying the Payroll Department of changes that may occur. All changes must be sent to the Payroll Department at least two weeks prior to the payday for the change to be effective. Changes include but are not limited to the following:
 - Name Changes (as in the event of marriage or divorce)
 - Change in financial institutions (This includes bank mergers)
Upon notification to the Payroll Department regarding a bank change, the Payroll Department will notify the employee when the first direct deposit of pay to the new bank will occur. This may require direct deposit to be stopped for 1 or 2 pay periods to allow for the prenotification record to be sent to the new financial institution.
 - Account Number
 - Account Type (checking or savings)
 - Closing of an account
6. Upon notification by the financial institution to the Payroll Department that a problem exists with an employee's direct deposit record (mismatching account numbers, account closed, unable to locate, etc.), the Payroll Department will promptly notify the employee who will then be responsible for providing the correct information.
7. Employees, who enroll under direct deposit and then decide to drop direct deposit, must wait until the next open enrollment period to reenroll in direct deposit. Employees will not be allowed to stop direct deposit for one pay period and reenroll the following pay period. Open enrollment periods for reenrollment will be held twice a year in April and September. Employees, who have not participated in direct deposit in the past, may enroll at any time during the year.
8. The Payroll Department will be responsible for preparing the Court Order to authorize the cancellation of the transfer of funds from the Payroll Account and to authorize debit entries or adjustments to an employee's account to correct any overpayment of wages previously credited to an employee's account. The Payroll Department will obtain a written request from the appropriate department requesting the cancellation or retraction of an employee's pay.
9. The Payroll Department will be responsible for maintaining all employee account number information and for entering the information into the payroll system.
10. Direct deposit will be presented to employees on a voluntary basis and will be available to all regular full-time Pulaski County employees. Pulaski County will not intimidate or coerce an employee to enroll in direct deposit.

11. The Payroll Department will not be responsible for notifying employees of changes that may occur effecting the employee's direct deposit of pay due to a change in gross wage or net pay. Changes that effect net pay on a periodic basis but do not effect gross wage may include but are not limited to the following, an insurance rate increase (dental, life or health insurance), changes in tax withholding laws and/or a wage garnishment. Employees will be notified upon receipt of their direct deposit advice on payday regarding a net pay change.
12. If an employee terminates employment and is enrolled in direct deposit of pay, the lump sum termination pay will also be direct deposited.
13. If an employee receives more than one paycheck per pay period, all paychecks received will be direct deposited. (For example, Sheriff's Department DWI or Speed extra help employees).
14. According to the Pulaski County Personnel Policy, Article I, Section 18-A, "in the event of an employee's death, payment shall be made to his/her estate." In compliance with the Personnel Policy, the Payroll Department will stop the deceased employee's direct deposit of pay and issue a payroll check to the "Estate of" the deceased employee.
15. The Treasurer's Office will disburse the direct deposit advice to employees who are on direct deposit at the same time as employees who receive a paycheck.
16. The Treasurer's Office will be responsible for electronically remitting direct deposit of net pay to the financial institution or clearinghouse for direct deposit.
17. The Human Resources Department will be responsible for distributing information regarding direct deposit to employees in new hire orientation. The Human Resources Department will instruct employees on how to complete the direct deposit enrollment application and the employee's responsibility in sending the completed form to the Payroll Department. The Human Resources Department will inform employees that the Payroll Department will send a response to the employee after the employee's completed enrollment form is received in the Payroll Department. The response the employee receives from the Payroll Department will notify the employee of the first pay period in which the direct deposit of pay will occur.