UAM OPERATING PROCEDURE 407.1

DIRECT DEPOSIT POLICY

As a condition of employment, in accordance with Act 1887 of 2005, University employees hired or rehired after April 30, 2018, will be required to accept payment of wages from the University by direct deposit. This policy includes all full-time, part-time, graduate assistants, adjunct employees, and students. Employees may use a checking account, savings account, or a pay card provided by the employee.

To initiate or set up direct deposit, employees can log into their Workday account and enter the required information. This can only be completed on a desktop on one of the UAM campuses that is connected to the UAM Server. If access to an on-site computer is unavailable, employees may submit a direct deposit form that can be found on Dynamic Forms using their UAM credentials.

If an employee was hired prior to May 1, 2018 and does not have direct deposit information in Workday, checks will be mailed by U.S. Mail, *no sooner than* payday, to the employee's permanent address of record in Workday.

Checks will no longer be available for pick up by employee or department.

As a way to safeguard against potential fraud, the payroll office has implemented the following procedures:

A report will be generated weekly by the Payroll Services Coordinator to show any changes made to an employee's direct deposit information. If a change is documented, the Payroll Services Coordinator will send an email to the employee requesting confirmation that the change was correct and was made by the employee. The Business Manager will be copied on this email and will follow up with a phone call. Changes should be made at least 5 business days prior to the submission of payroll. Payroll will be submitted 2 or 3 business days prior to the pay date. If changes are made after the timeframe, then changes will be effective on the next pay date. All changes should be verified by employees by checking their paystub in Workday to ensure all changes are correct as intended.

If the information that was changed is incorrect due to clerical error, the employee should notify the payroll office immediately and action will be taken by the payroll office to make the necessary correction. If fraud is suspected, the IT department will be notified to determine how or why the change was made. IT personnel will contact the employee and request they change their password.

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