

UAM OPERATING PROCEDURE 407.1

RE: Direct Deposit Policy

February 12, 2018

Revised: April 23, 2019

Revised: February 24, 2020

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 direct deposit, employees should complete an electronic payment authorization form located on the Human Resources website:

<http://www.uamont.edu/FinAdmin/pdfs/hr/DirectDepositAuthoFrm.pdf>

Direct deposit agreements include payroll checks and career service recognition payments. Upon termination of employment and receipt of a termination clearance form, final payroll checks will be handled as specified on the termination clearance form.

If an employee was hired prior to May 1, 2018 and does not complete an electronic payment authorization form, checks will be mailed by U.S. Mail, *no sooner than* payday, to the employee's permanent address of record in PeopleSoft.

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 daily 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 is correct and was made by the employee. The Business Manager will be copied on this email and will follow up with a phone call.

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.