DURHAM 1869 CITY OF MEDICINE	**CITY OF DURHAM** Signature Thomas J. Bonfield, City Manager	**Human Resource Management Memorandum** HRM-722 R- 2 Automatic (Direct)Deposit effective date January 3, 2009

Comments: **Mandatory direct deposit for all full-time, temporary with benefits and part-time employees. Temporary and seasonal part-time employees may choose direct deposit. Failure to provide direct deposit authorization will result in issuance of a payroll debit card. The Finance Department will be holding educational sessions concerning this policy.**

I. Purpose

This memorandum establishes policies and procedures for automatic deposit of salary for full-time, temporary with benefits, part-time, temporary and seasonal part-time employees of the City of Durham.

II. Policy

It is the policy of the City of Durham to provide salary by automatic deposit except for

a. the final pay check for individuals separating from City government
b. the initial check before the automatic deposit can be initiated; a prenote is sent to verify each account(s).

III. Procedures

a. **All full-time regular, temporary with benefits and part-time employees must complete an authorization form for automatic deposit of salary**. Voided checking, savings or bank documentation account slips must be attached to the agreement for accounts to which the deposit is to be made. Up to ten (10) days may be required to effect the change. **The maximum number of accounts which may be designated for direct deposit is five (four can have designated amounts and the balance goes to the primary account).**
b. **An employee who does not submit a direct deposit form or obtain a bank account will be issued a debit card that is linked to a bank account and the account will have the employee's salary automatically deposited into the account for each biweekly payroll. Any costs associated with use of the debit card will be that of the employee.**
c. **Temporary and seasonal part time employees have the option of receiving their salary by automatic deposit.**
d. Authorization agreements will be provided as a part of the New Employee Training (NET) program or by the representative who enrolls the employee in the benefits programs.
e. Changes of account for automatic payroll deposit are allowed. The employee must follow procedures outlined in Paragraph III.a. to effect a change.
f. Final paychecks are forwarded to the Human Resources Department and may be received after 2:00 p.m. on Fridays designated as pay days. Individuals retrieving paychecks must have picture identification. Individuals other than the employee must have written authorization and picture identification for the release of the paycheck.

Final paychecks may also be mailed if the employee signs an authorization form in the Human Resources Department and supplies a valid mailing address. The City is not responsible for lost, misplaced or damaged mail.

g. Employees needing assistance to start account(s) for automatic deposit should contact the Finance Department. Departmental Human Resources liaisons and **Human Resources team members** are also available to assist employees with this process.