

Title: Direct Deposit of Payroll Checks

- Initial Action:** 01/30/1992
 - Board Resolution:** 01-008,17-063, 23-010
 - Last Revised**
 - Policy:** 09/27/2017, 12/07/2022
 - Procedure:** 09/27/2017, 12/7/2022
 - Last Reviewed:** 12/07/2022
 - Effective:** 12/07/2017
 - Next Review:** 12/07/2025
 - Responsibility:** Finance
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Policy:

Direct Deposit is Cecil College's preferred method for issuing payroll payments to employees. All employees are encouraged to use direct deposit.

Procedure:

1. Direct Deposit is the electronic deposit of funds directly into a bank account as a form of payment. Electronic deposit of funds can be made to an eligible financial institution (such as checking, savings and/or credit union) of the employee's choice to accommodate the receipt of Direct Deposit payments. Direct Deposit assures that an employee's net pay is deposited in their bank account(s) on payday even if they are sick, on vacation, or traveling.
2. Funds are normally available to employees in their accounts each pay date at the beginning of business hours on Friday morning. Employees should contact their financial institution about availability of funds.
3. Employees are encouraged to check with their financial institution for its policy concerning service charges for direct deposit customers.
4. When a pay date occurs on a holiday, payroll will be deposited on the last work day before the holiday begins.
5. Electronic paystubs are available through MyCecil. MyCecil can be accessed from any computer at www.My.Cecil.edu. Use your user name and password assigned by IT to login. Go to Employee tab and click on Compensation. Look for the heading Paystubs and click Direct Deposit paystub link. Enter the appropriate pay date. If you choose to print your paystub, please verify your print options and be sure to retrieve the document from the printer.

Current Employees

6. To arrange for Direct Deposit, simply complete and sign a Payroll Direct Deposit Authorization Agreement form and provide documentation from their financial institution (voided check, bank issued ID card or agreement that includes the bank name, your name, account number and routing number). An employee's name must be listed on the account they are requesting for Direct Deposit. Return your completed authorization form to the Human Resource Office.

7. It is the employee's responsibility to notify Human Resources when there is any change to their bank and/or bank account(s) that affects their Direct Deposit. Any change MUST be received in Human Resources two weeks prior to the payday for which the change is to occur. It is the employee's responsibility to review pay stubs for accuracy of personal information.

New Employees

8. Payroll Direct Deposit Authorization Form should be received by the Human Resources department prior to/or on the first day of employment.