



## **Mandatory Direct Deposit**

In accordance with LCTCS Policy# II.3.004, SOWELA Technical Community College (STCC) requires all employees who are paid through the LCTCS Centralized Payroll to participate in direct deposit of net pay to his/her financial institution.

Direct deposit of net pay is a fast, safe, proven and free service provided to employees by organizations. This policy supercedes the system policy adopted August 9, 2000, Mandatory Direct Deposit for Employees Paid by the Uniform Payroll System, to reflect the supposition of centralized payroll by the LCTCS.

If there is a hardship in complying with this policy, a Direct Deposit Waiver form may be submitted. The direct deposit hardship exemption requires completion of a Direct Deposit Waiver form and submission of such form to the centralized payroll office of the LCTCS. Notification of approval or denial of such a request will be made within seven working days of receipt of the Direct Deposit Waiver form. Hardship exemption considerations will mirror those put in place by the State Division of Administration.

If there are any questions concerning this policy please contact the SOWELA Human Resources Department, refer to the LCTCS Policy# II.3.004, and/or refer to the SOWELA Technical Community College Policy & Procedure Manual.