

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Direct Deposit, Payroll*

EFFECTIVE DATE: September 1, 2003; amended March 3, 2008

BOARD POLICY REFERENCE: CDD and DEA

PURPOSE

Direct deposit is the sole method of salary payment for all Blinn College employees.

GUIDELINES

Employees must be able to accept their salary through direct deposit. An authorization agreement must be completed during the new hire enrollment process. The authorization agreement remains in full force and effect until termination of employment. Should an employee change financial institutions or account numbers, the Human Resources department must be notified immediately and new account information provided in a timely manner prior to the next payroll period. The authorization agreement form can be obtained from the Human Resources department or on the college's website under Human Resources, subheading "forms."

Blinn College retains authorization to initiate transactions and any necessary adjustments for the purposes of direct deposit of payroll to an employee's account. The college has the authority to credit and/or debit the same account, for the sole purpose of payroll.

Pay stub information is obtained electronically through "Self Service Banner".