

## **Regulations of Florida A&M University**



### **10.104 Direct Deposit Program**

(1) The following describes the direct deposit requirement for all University employees. Direct deposit is the electronic transfer of net salary into University employees' personal checking or savings accounts at United States financial institutions.

(2) All employees and non-work study students are required to participate in the Direct Deposit Program as a condition of employment, regardless of date of hire.

a) Employees have thirty (30) days from the date of their first paycheck to set up a savings or checking account at a financial institution, and submit the University's Direct Deposit Authorization Form to the University Payroll Office.

b) By Federal Regulations, work-study students are not required to participate in the Direct Deposit Program, but such students are strongly encouraged to participate in the University's Direct Deposit Program.

c) The direct deposit data remains active in the University Payroll Office until it is changed or one year after separation of employment.

(3) Employees who can demonstrate a hardship or that they have been unable to establish an account at a financial institution may request exemptions from participating in direct deposit.

a) Employees shall submit a written request including supporting documentation, to the University Payroll Office explaining the hardship within fourteen (14) days from the date of hire.

b) The University Payroll Office will make a written determination within fourteen (14) days to the employee approving or denying the request.

c) The University Payroll Office will print checks to those employees granted direct deposit participation exemption.

(4) Employees are required to submit a new Direct Deposit authorization to the University Payroll Office should there be a change in their financial institution.

(5) Employees are not required to re-submit a Direct Deposit authorization when changing hiring authorities, pay plans, or job titles within the University.

*Specific Authority 1001.74(4), FS. Law Implemented 110.113, 1001.74(4), FS.  
History – New 12-01-05, Amended\_\_\_\_\_.*