1 Introduction

1.1 The most efficient, secure, and sustainable method of disbursing payroll and other payments to Appalachian State University employees is directly to an employee’s bank account through an ACH Direct Deposit. Therefore, it is the policy of the University to require direct deposit for all full-time and part-time employees.

2 Scope

2.1 Applies to all faculty, staff, and non-student temporary employees. This policy does not apply to student employees.

3 Definitions

3.1 ACH Direct Deposit

Automated Clearing House: The primary system organizations use for electronic funds transfer. It is an electronic network for financial transactions in the US governed by rules set by the Federal Reserve and the National Automated Clearing House Association (NACHA) otherwise referred to in this policy as “Direct Deposit.”

4 Policy and Procedure Statements

4.1 Enrollment in Direct Deposit

4.1.1 All Appalachian State University employees are required to have their payroll and expense reimbursements deposited to the bank or financial institution of their choice within the United States via direct deposit. Direct deposits may be made to the employee’s checking, saving, or money market accounts.

4.1.2 Student employees, while strongly encouraged to enroll in direct deposit, are not required to enroll. Student employees who enroll in direct deposit will also be enrolled in direct deposit for student refunds processed by the University Treasury Student Accounts office.

4.1.3 Checking Account Direct Deposits: For direct deposits to be made to a checking account, employees must complete an enrollment form when they complete their initial documentation for Human Resources. A VOIDED check or bank document displaying account and routing numbers must be attached.

4.1.4 Saving or Money Market Account Direct Deposits: For direct deposit to be made to a savings or money market account, employees must complete the enrollment form referenced above and furnish both the bank routing number and account number.

4.1.5 Upon initial enrollment, depending on the date of enrollment, there may be a delay before the first automatic deposit will take place. If a delay occurs, the employee will receive a printed check delivered to their department on the morning of payday. Thereafter, all other payments will be deposited directly into the employee’s account and a statement or pay stub will be posted to the Banner Self Service System under the Employee Tab.
4.1.6 Current employees can manage their banking information through the Banner Self Service System. Only one bank account can be managed through self-service. If an employee would like to have their pay and reimbursements split between multiple accounts they must contact payroll and complete a request form.

4.1.7 If an employee's bank information changes they must update their direct deposit information through the Banner Self Service System as soon as possible to avoid any delays in receiving their payroll deposits or reimbursements of other expenses.

4.1.8 This policy does not apply to off cycle payroll processes or the reissuance of certain checks.

5 Additional References

6 Authority

Payroll- 828.262.6422
Human Resource Services- 828.262.3187

7 Contact Information

8 Original Effective Date

9 Revision Dates

August 11, 2015