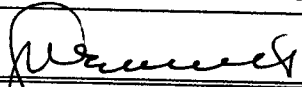




POLICY AND PROCEDURE

Subject: Payroll Policies – Direct Deposit Program	Index: Finance Number: 201-5-1
Effective Date: July 1, 2005	Prepared By: Finance & Administrative Services
Supersedes:	Approved By: 

1.0 **PURPOSE:**

To establish a uniform procedure whereby an employee must enroll in payroll direct deposit upon employment with the City.

2.0 **ORGANIZATIONS AFFECTED:**

All departments/divisions.

3.0 **REFERENCES:**

3.1 Human Resources' Policies and Procedures.

4.0 **POLICY:**

4.1 As a condition of employment, all new employees hired on or after July 1, 2005 will be required to enroll in direct deposit.

4.2 Current part-time employees and Executive Managers are required to enroll in direct deposit.

4.3 All City Council, Commissions and Board Members are required to utilize direct deposit.

5.0 **DEFINITIONS:**

- 5.1 **Direct Deposit** – a pre-authorized system in which an employee's payroll check from the City is electronically deposited in the employee's designated checking or savings account by the City's payroll department.

6.0 **PROCEDURE:**

- 6.1 New employees must sign up for direct deposit by completing and submitting the direct deposit enrollment form and providing a voided check or the applicable routing number for a savings account to the Personnel Division.
- 6.2 If an employee does not have a bank account, the employee can open an account with Union Bank of California (UBOC). UBOC has agreed to provide accounts to City employees as needed.
- 6.3 Paychecks will be electronically paid to an employee's bank account through direct deposit and will commence on the second payroll after enrollment.