

Procedure: DIRECT DEPOSIT

Date Adopted: 03/18/2024

Last Revision: 03/18/2024

References: HRS Policies

- All new and returning employees who go to HRS to submit a direct deposit form will be verified with a legal document containing the employee's picture (ex: driver's license) – this will also include employees who do Zoom verifications.
- All individuals who submit a direct deposit form via email, fax, or mail will not be processed without verification.
- Employees will be encouraged to use Cyberbear to setup/change/disable their own direct deposit requests.
- The Direct Deposit Form will be updated to include an Office Only section so that HRS/Payroll employees can initial that they have verified the employee's legal document.
- All direct deposit entries will be prenoted.