

HOWARD COUNTY JUNIOR COLLEGE DISTRICT

DIRECT DEPOSIT RULES

1. All full-time employees are required to participate in the Direct Deposit Program.
2. Direct Deposit Authorization Form(s) must be completed to enroll in the Program. Forms are available on the Howard College website, www.howardcollege.edu.
3. The Automated Clearing House System (ACH) requires in the initial enrollment process that a \$00.00 "test deposit" be conducted with the financial institution selected by the participant. Paper checks will be issued to participants until the initial enrollment process is complete.
4. Participants may have their paychecks deposited electronically with only one financial institution and into only one account (Checking or Savings). Participants that change Financial Institutions must complete a new HCJCD Direct Deposit Authorization Form.
5. HCJCD may stop making electronic transfers to participants designated account leave under certain circumstances. The Human Resources Office will provide an explanation as soon as possible.
6. If a participant's Direct Deposit results in an overpayment, the amount must be refunded to the District promptly or it will be deducted from the next paycheck.
7. HCJCD may adopt, amend, or repeal the rules of the Direct Deposit Program without advance notice. The Human Resources Office will notify participants of any modifications made to the program as necessary.
8. Direct Deposit is posted on payday, which is the first banking day of each month.
9. Pay stubs will be sent to your Howard College email address.

Employee Signature

Date

Print Name