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| COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures | |
| Subject: DIRECT DEPOSIT | Page: 05.09.01 |
| | Date: 5/9/2023 |

General

Direct deposit is a service provided to employees which allows for the automatic deposit of employee's wages directly into their own financial institution accounts on the day the wages are paid.

The CCM Board of Trustees approved a resolution requiring all employees receive their compensation by direct deposit only effective July 1, 2014. Direct deposit includes all CCM payrolls and there are no limitations on the number of financial institutions that an employee may utilize to distribute their net pay via direct deposit.

Authority

President

Board of Trustees

Executive Vice President for Business and Finance

Responsibility

Director of Accounting

Manager of Payroll and Special Projects

Procedure

I. Initial Employee Set-Up

1. Employees are required to complete an "Authorization Agreement for Automatic Deposits" form (Exhibit 1) in person during the "new employee processing" with Human Resources. This form will give the college permission to initiate credit or correcting debit entries to the employee's account. These forms must be maintained on file in the Payroll Department for no more than six months.
2. The information on the "Authorization Agreement for Automatic Deposits" will be entered into the Ellucian Payroll system upon receipt from Human Resources.
3. County College of Morris does not accept peer-to-peer money movement accounts, such as
 - PayPal
 - Venmo
 - CashApp
 - Zelle
 - Google/Apple/Facebook Pay
 - Square Cash
 - PopMoney

and similar as direct deposit methods for payroll purposes. Using these payment services carries some

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risks and limitations. These methods are not regulated like a traditional financial institution and are not subject to the same federal protections as banks or credit unions. Instead, County College of Morris requires employees to use traditional financial institutions, such as banks or credit unions, to set up direct deposit. This policy is in place to protect our organization and our stakeholders from potential risks associated with the use of unregulated payment services.

II. Changes to or cancellation of existing Direct Deposit accounts.

To ensure the integrity of our payroll system and to protect employee financial information, no form of electronic mail or communications will be accepted to initiate these requests. All changes require a new "Authorization Agreement for Automatic Deposits" and should be made in person with the payroll department. If an employee is unable to initiate the change in person and chooses to use standard mail or inter-office mail, a staff member of the payroll department will contact the employee via phone upon receipt of the request; using the phone number on record; to verify the new account request. Changes will not be made without verification.

III. Payroll Processing

- All new direct deposit accounts must first be run through the "pre-note" verification process. The purpose of this "pre-note" is to validate the account number set-up prior to the first "live" direct deposit. This process is run every two weeks in conjunction with the CCM payroll schedule. If there is any invalid information the bank ACH department will contact the Payroll Department with the necessary corrections.
- Upon successful pre-note verification, the employee's next pay will be via direct deposit. Detailed information on gross pay and deductions (Direct Deposit Advice) is available via Titans Direct.
- Changes to an employee's bank account will require the pre-note process prior to deposit into a "new" account. A change of account may require the issuance of a standard paycheck while the account information is verified.