

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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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
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.

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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

1. 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.
2. 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.
3. 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.



ID #: _____

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

I hereby authorize COUNTY COLLEGE OF MORRIS, hereinafter called the COLLEGE, to initiate credit entries to my **Checking** and/or **Savings Account(s)**, indicated below, at the entity named below, hereinafter called DEPOSITORY.

EMPLOYEE NAME: _____

BANK or DEPOSITORY NAME: _____

TRANSIT/ABA #: _____ ACCOUNT #: _____

AMOUNT TO DEPOSIT: \$ _____ **CHECKING** **SAVINGS** [Specify Type]

BANK or DEPOSITORY NAME: _____

TRANSIT/ABA #: _____ ACCOUNT #: _____

AMOUNT TO DEPOSIT: \$ _____ **CHECKING** **SAVINGS** [Specify Type]

BANK or DEPOSITORY NAME: _____

TRANSIT/ABA #: _____ ACCOUNT #: _____

AMOUNT TO DEPOSIT: \$ _____ **CHECKING** **SAVINGS** [Specify Type]

This authority is to remain in full force and effect until the COLLEGE has received written notification from me of its termination in such time and in such manner as to afford the COLLEGE and DEPOSITORY a reasonable time to act on it.

DATE: _____ ID No: _____

SIGNED: _____

NOTE: Direct Deposit Authorization Agreements that are received incomplete and/or without the required documents will be returned to the individual for completion, with no action taken until such time as a complete agreement is received.

MUST ATTACH A VOIDED CHECK FOR EACH ACCOUNT ABOVE *or* YOUR BANK'S DIRECT DEPOSIT FORM

(Voided checks or Bank forms provide the information required to establish your payment via Direct Deposit and are required)

To ensure that my account is properly credited, I have attached a voided check or my bank's form for each account listed above where the net amounts will be deposited.

Please note that a deposit slip does not supply accurate information for direct deposit