

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Payroll Direct Deposits	<u>Number</u> 521
Related Policy:	Depository Transactions – 6Hx20-5.005	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the process of utilizing payroll direct depositing.

**II. Procedure**

- A. Subject to the College's banking agreement, the College attempts to maintain a service to its employees which allows for the direct depositing of payroll checks. This service is available for all full-time employees and part-time instructional employees.
- B. Employees should complete a Direct Deposit Authorization Form during new hire orientation, in the Adjunct packet, by obtaining one online at Employee HR Forms, or in the Office of Human Resources.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 02/21/2017
	