



**Policy Series #: 4000 – Human Resources**  
**Policy Manager: Celeste Ruble**  
**Direct Deposit**

**PURPOSE:** Riverland Community College hereby adopts Minnesota Management & Budget (MMB) Direct Deposit of Employee Pay policy (PAY0001).

**APPLICABILITY:**

Employees are required to sign up for direct deposit. As permitted under M.S. 16A.17, subd. 10, all employees must sign up for full (100%) direct deposit. Exceptions may be granted only for the following reasons:

- Exceptions not allowed: Temporary and emergency employees who are employed for 30 days or less from the date of hire
- Payment for small amount paid to State Veterans Home residents
- Deceased employees
- A check may need to be produced for one or two pay periods in certain domestic abuse situations
- Other limited exceptions may be considered on a case-by-case basis. Request any other exception on the Direct Deposit Exception form, available on the Minnesota Management & Budget and Self Service Web sites. Submit the form to Statewide Payroll Services, 658 Cedar St, Ste 400, Saint Paul, MN 55155 or fax to 651.296.8325. Reasonable exceptions will be approved. Requests that merely state a preference for receiving a warrant will not be approved.
- Employees who have no banking relationship

**Resolution:**

- The state has established banking relationships with Hiway Federal Credit Union and Affinity Plus Federal Credit Union. These institutions will set up a savings and/or checking account with a cash card for employees in this situation.
- Pay cards (a prepaid debit or credit card option) are available from some financial institutions and organizations. Fees may apply. Once the account is set up, the financial institution sends the employee a card, and the employee either adds a direct deposit record in Self Service or submits a completed [Payroll Direct Deposit Authorization](#) form to the agency's direct deposit contact.
- Employees whose checkbook, purse or wallet has been lost or stolen should work with the financial institution and agency payroll staff to change their account numbers and direct deposit information as soon as possible. Issuing a warrant would not be any more effective than working with the financial institution.

**DEFINITIONS:** n/a

**DOES THIS POLICY HAVE A PROCEDURE?** Yes (see below)

## Employee

1. Enter the direct deposit information in Self Service, or complete the Payroll Direct Deposit Authorization form. Attach a voided check or deposit slip to the form according to the instructions on the form. Submit the form and attachments to the agency direct deposit designee.



If you will be transferring any of your pay from a direct deposit account to a financial institution outside of the U.S.A., you must send a Direct Deposit Authorization form to your payroll office for processing. Employees cannot enter these transactions in Self Service.

### **LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:**

Direct Deposit of Employee Pay (MMB Policy) (PAY0001)

[http://www.sema4.state.mn.us/htmldoc/eng/webhelp/PAY0001/Direct\\_Deposit\\_of\\_Employee\\_Pay\\_Requirement\\_Policy.htm](http://www.sema4.state.mn.us/htmldoc/eng/webhelp/PAY0001/Direct_Deposit_of_Employee_Pay_Requirement_Policy.htm)

M.S. 16A.17, Subd. 10

Direct Deposit Authorization or Exception Form

<http://www.mmb.state.mn.us/payroll-dd>

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Date of Initial Review by President's Cabinet: 2/14/2013

AASC Review (if applicable):

FSGC Review (if applicable): 3/13/2013

Date of Final Approval / Policy Adoption: 4/11/2013

Date & Subject of Revisions: