

## **FINANCIAL MANAGEMENT**

### Direct Deposit for Payroll Checks

The Payroll Supervisor will require all new employees who are employed after November 10, 1999, to sign up for “direct deposit” of payroll checks. Staff employed prior to November 10, 1999, who are not signed up for “direct deposit”, may choose to remain exempt from “direct deposit”, however, they will be required to sign or have their designee sign each month for receipt of their check either at the payroll office or their work site.

October 1999