

Direct Deposit Policy

Policy Number: 117

Revision Date: 12/3/2012

Direct Deposit

I. PURPOSE

To provide a method for eligible fulltime and part-time permanent employees to have their paychecks automatically deposited into a bank account (up to three separate accounts) and to protect the financial interests of Harrison County.

II. SCOPE

This policy applies to all regular fulltime and part-time employees immediately upon hire. Temporary employees are not eligible.

III. POLICY

New and current regular fulltime and part-time employees can set up direct deposit immediately. Harrison County will continue to issue paychecks for those not enrolled. Employee pay will be electronically deposited into checking and/or savings accounts designated by each employee (up to three accounts total). Accounts must be established with banks or credit unions that support direct deposit. An employee may set up multiple accounts at the same or different banking institutions for receipt of direct deposits. Participation is voluntary.

The Payroll Office will assist employees with any questions or concerns about direct deposit and also provide assistance with completing the necessary documentation. For more information contact the Payroll Department at 228-865-4114.