

5.6.3 Direct Deposit of Monthly Payroll Payment

Last Revised: May 2023

Policy: Piedmont Community College (PCC) requires employees to use direct deposit for their monthly payroll payment.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedures governing direct deposit of payroll payments.

Definitions

Pay advice—a statement that shows monthly payroll payment along with tax withholdings, benefit deductions, employee-elected deductions, and leave summary.

Student Employees—students who are enrolled in PCC courses/classes and as a result may be eligible to work for the College. Types of employment include, but are not limited to, Federal Work Study, Lab Assistants, and Peer Tutors.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. Each employee is required to designate bank account(s) into which the employee’s monthly payroll payment will be directly deposited.
- 1.2. Employees will complete the provided Direct Deposit Authorization information.
- 1.3. In the event the employee’s banking account information changes, the employee is responsible for updating the banking information within the employee portal.

- 1.4. An employee may obtain the monthly pay advice statement from within the employee portal.

Legal Citation: N/A

History: Effective January 1992; Revised October 2001, October 2016, October 2021, May 2022—updated definitions, May 2023

Cross references PCC Policy 5.36 Definition of Employment Categories.