



DIRECT DEPOSIT

Policy Title: Direct Deposit Policy

Type: Administrative

Policy Number: 41-16 (2014)

Approval Date: 12/16/2021

Responsible Office: Controller's

Office

Responsible Executive: Vice President for Finance and Administration

Applies to: All University Employees

POLICY STATEMENT

This policy ensures all Norfolk State University employees (excluding Work-Study students and students under the age of 18) enroll in direct deposit.

TABLE OF CONTENTS

PAGE NUMBER

Definitions.....	1
Contacts.....	2
Stakeholder(s).....	2
Direct Deposit Policy Contents.....	2
Education and Compliance.....	3
Publication.....	3
Review Schedule.....	3
Related Documents.....	4
Forms.....	4

DEFINITIONS



DIRECT DEPOSIT

Direct Deposit: The disbursement of wages into an employee's checking/savings account at a financial institution.

CONTACT(S)

The University Controller officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy

01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structure. Questions regarding this policy should be directed to the Controller of Financial Services.

STAKEHOLDER(S)

University Employees

DIRECT DEPOSIT POLICY CONTENTS

It is mandatory that all University employees (excluding Work Study students and students under the age of 18), regardless of hire date, salaried, wage status, or pay frequency, shall participate in the University's direct deposit system for payroll disbursement. Employees are required to enroll during the new hire process and remain on direct deposit for the duration of their employment. When an employee has a break in services (i.e., when students do not work during the summer, semester or when an hourly wage employee have reached 1500 hours in an employment year) the direct deposit remains active. When the employee returns to work, their direct deposit will continue using the bank information previously authorized.

Effective July 1, 2017, employees working more than one job (within an agency or across agencies), must have the same net pay direct deposit account set up for all jobs records in payroll. This change affects net pay only. Employees may continue to vary elected fixed direct deposit distributions when having more than one job record in payroll.

If the employee does not have a bank account and are over the age of 18, they will be required to enroll in the Commonwealth of Virginia's GoProgram. Information about the program along with the enrollment form can be found at <https://www.doa.virginia.gov/forms.shtml> Virginia Way2Go Card Debit Mastercard Authorization Form [\[PDF\]](#)

RESPONSIBILITIES:

It is the responsibility of the employee to submit the required Direct Deposit Authorization



DIRECT DEPOSIT

form and voided check with their new hire paperwork. If an employee elects to change Financial Institutions, they must submit a new Direct Deposit Authorization form along with a voided check to the Payroll office for processing when submitting their request to stop the previous account.

The following circumstance may require an employee's direct deposit to be reversed. In these instances, the employee will be notified (when possible) of the reversal prior to the University withdrawing the funds.

1. Overpayment
2. Late notification of termination.
3. Employee closes bank account and has not provided the new account information to payroll.

EXCLUSIONS:

Employees under the age of 18 or enrolled in the Work Study Program, are exempt from being required to have direct deposit. These employees may elect to enroll in direct deposit or GoProgram at any time during their employment.

EDUCATION AND COMPLIANCE

Training on this policy is conducted for all new hires and rehires during employee orientation by the Payroll Office. To ensure conformity of the requirement of this policy, the policy is reviewed annually under Agency Risk Management and Internal Control Standards (ARMICS) and is subject to review by other Commonwealth agencies.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Office of the Controller will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online [Policy Library](#) within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and



DIRECT DEPOSIT

- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 12/16/2024
- Approval by President: 01/13/2015
- Revision History: 01/13/2015; 08/10/2016, 08/07/17; 04/06/2018; 12/16/2021
- Supersedes: *None – New Policy*

RELATED DOCUMENTS

State of Virginia Policies and Procedures, Topic No. 50445

https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_CARDINAL/50445.pdf

FORMS

Direct Deposit Authorization Form – under Payroll

<https://my.nsu.edu/faculty/Pages/default.aspx>