



MANDATORY DIRECT DEPOSIT POLICY

In accordance with R.S. 39:247 and R.S. 42:455 regarding the direct deposit of wages and compensation payments, Southern University System employees are required to receive wage and compensation payments via direct deposit or other approved electronic means. The electronic payments will be deposited into the employee's bank account at an approved financial institution.

As promulgated in accordance with R.S. 39:247, Direct Deposit will be considered a condition of employment, and Southern University System shall not submit job offers to prospective employees who are not willing to receive their wage and compensation payments via direct deposit. The prospective employee must complete the Direct Deposit form agreeing to the mandatory direct deposit.

Direct deposit of employee pay cannot be set up to go to a third party's account. This includes any account where the employee is not named on the account. Exceptions may be made for deposits to the account of a parent/guardian when the employee is a dependent of the parent/guardian.

An employee who **fails to timely complete and submit** the direct deposit form shall not receive wages and/or compensation. The employee's wages will be placed in a holding account until such time as the process is completed to establish direct deposit.

Questions regarding this policy should be directed to the Human Resources Department. Any employee found to have violated this policy will be subject to disciplinary action.

APPROVED: _____

President, Southern University System

Date: 3.29.11