

Policy Number	Subject	Effective Date	Revised Date
4.0100P	Direct Deposit	02/01/06	
Responsible Division / Department: Administration & Finance / Human Resources			
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

The purpose of this policy is to outline and enforce an efficient process for the secure and timely electronic disbursement of compensation.

II. STATEMENT OF POLICY

- A. As a condition of employment, all employees hired after April 26, 2004 are required, at the time of hire, to authorize their paychecks to be electronically submitted to their financial institutions.
- B. It is the responsibility of the employee to review all pay stubs and immediately report any overpayment to the University in accordance with the University's Employee Debt Collection regulation.

Adopted by the University of North Florida Board of Trustees as part of the University's Personnel Program on January 26, 2006.