

FSU-2.0225 Direct Deposit Program

(1) Direct Deposit is the electronic transfer of net salary and travel expense reimbursements into Florida State University employees' personal checking or savings account at a United States financial institution.

(2) All employees, including temporary hires and non-work study students, are required to participate in the Direct Deposit Program as a condition of employment, regardless of date of hire, as follows:

(a) Employees must submit the Florida State University Direct Deposit Authorization Form (PR-06) as part of their original hiring packet. ~~This can be accomplished by either forwarding the Direct Deposit Authorization form to Payroll Services for input into OMNI or~~ Once the employee's record is established in the OMNI system, the employee can update~~enter their~~ own information by utilizing the OMNI Self-Service function or by submitting an updated Direct Deposit Authorization Form to the Office of Payroll Services. The Direct Deposit Authorization Form can be obtained from the Office of Payroll Services, ~~t~~The Office of Human Resources, or their related websites.

(b) ~~Rehired e~~Employees are required to submit a new Direct Deposit Authorization Form with their new hire paperwork.

(c) If an active employee's banking information changes, the employee can update the information using OMNI Self-Service or by submitting an updated Direct Deposit Authorization Form to the Office of Payroll Services. If an active employee has not been paid for 90 days or more and a payment is scheduled to be made, the Office of Payroll Services will notify the employee of the scheduled payment and will request that the employee verify own banking information in the OMNI system. If the employee's banking information needs to be updated, the employee can use OMNI Self-Service or submit an updated Direct Deposit Authorization Form to the Office of Payroll Services. ~~to the Office of Payroll Services should there be a change in their financial institution, rehired, or have not been paid for more than ninety days.~~

(~~d~~e) Employees are not required to re-submit a Direct Deposit Authorization Form when changing hiring authorities, pay plans or job titles within Florida State University.

(~~e~~d) By Federal Regulations, Work-Study students are not required to participate in the Direct Deposit Program, but are strongly encouraged by Florida State University to participate.

(~~f~~e) The direct deposit ~~authorization data~~ remains in effect~~active~~ in the ~~O~~office of Payroll Services until it is changed or canceled by: (i) the employee either through OMNI Self-Service or in writing to the Office of Payroll Services, (ii) the employee's legal representative in case of the employee's legal incapacity, (iii) the employee's financial institution, or (iv) Florida State University.

(3) Employees who are unable to establish an account at a financial institution must contact the Office of Payroll Services to discuss their options for obtaining cash pay (debit card) account with one of the area's local financial institutions.

Specific Authority BOG 1.001(3) (j) , ~~(5) (a) Law implemented 17.076; 110.113 4001.705; 4001.706(6); 4001.74(3),~~ (5) F.S. History-New 2-19-2010, Amended _____