

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

671.4

DIRECT DEPOSIT

The District will pay employees through direct deposit to an account at a financial institution of the employee's choice. Employees will provide the District Office with information needed to accomplish the direct deposit payroll process. Employees must enroll in direct deposit within fifteen (15) calendar days of the time of hire or rehire. Employees must participate in the direct deposit payroll process as a condition of new or continued employment unless otherwise prohibited by law. Only one (1) financial institution account number may be selected for direct deposit for each employee.

Changes to information regarding direct deposit shall be received by the District Office at least fifteen (15) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account when the request for the change is not provided to the District Office by the required deadline. The District shall be responsible for administering the direct deposit program, including the creation and distribution of the requisite forms and payment of all administrative costs related to the program.

CROSS REF.: 671.1, Payroll Procedures

Approved (Lathrop & Clark): July 25, 2011

Revised (WASB): February 25, 2013