

ADMINISTRATIVE POLICY 2020-41

SUBJECT: Direct Deposit Processing Policy

DATE ISSUED: March 30, 2020

DATE EFFECTIVE: April 1, 2020

APPROVED:


Lance C. Hoyt, City Manager 3.30.2020

SECTION ONE – PURPOSE. The purpose of this policy is to outline the steps the City of Toppenish’s payroll department will take when an original or updated direct deposit authorization is received from an employee.

The guidelines outlined in this policy will be followed in every instance and no exception to the guidelines will be made.

SECTION TWO – POLICY.

1. To establish a new direct deposit authorization or to make changes to an existing direct deposit, please use the Direct Deposit Authorization form.
 - a. This form can be obtained under the Human Resources page on the City’s website, under Employee Benefit Forms
2. Completed forms along with a voided check or ACH Bank Form are submitted to the Human Resources Assistant.
3. The Human Resources Assistant will route the appropriate documents to payroll for processing.
4. Original or updated direct deposit authorization form received by payroll will have a prenotification (test transaction) processed on their banking information. This process helps ensure there are no errors in the banking information provided.
5. Due to the prenotification process, employees who submit a new or updated direct deposit authorization form will receive a physical check on the pay period following their request.
6. If no inaccuracies are discovered in the prenotification process, the employee will begin to receive direct deposits to their designated banking institution(s) beginning the second pay period following their request.