
DIRECT DEPOSIT PROCEDURE (PAY-P002)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure outlines the process Milford Public Schools uses for direct deposit of employees pay checks.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Payroll Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Payroll Manager, Payroll Supervisor
and Payroll Secretary

Approval Signature on File

Signature Date

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools
- 4.2 Transit ABA No = Bank Routing Number
- 4.3 Automated Clearing House Bank = Fleet Bank
- 4.4 Pre-Note = Non Dollar entry sent through ACH Processing to test Account Numbers

5.0 PROCEDURE:

- 5.1 The Personnel Department makes new employees aware of Direct Deposit by enclosing the form in their new employee packet.
- 5.2 All other personnel are notified of open enrollment in the Direct Deposit System through a memo from the Payroll Department.
- 5.3 New employees may enroll at time of employment; current employees may enroll in May or September.
- 5.4 Payroll Department distributes Direct Deposit Form PAY-F008.
- 5.5 Employee completes the Direct Deposit form, attaches a VOID check and sends it to the Payroll Department.
- 5.6 Payroll Department reviews the form for accuracy. Any concerns are addressed with the employee and/or their institution until the form is ready for processing.
- 5.7 The direct deposit information is entered into the Payroll System.
- 5.8 The pre-note for direct deposit will be tested on the next two payrolls by the Payroll Department.
- 5.9 The Direct Deposit will begin with the payroll following the pre-note verification.
- 5.10 The Direct Deposit funds will be transferred electronically from the Payroll Office.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Direct Deposit Request Form - PAY-F008
- 6.2 Debit Entry Correction Form - PAY-F009

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision:</u>	<u>Description of Revision</u>
08/25/2003	Rev. A	Initial Release

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