

## **6C2R-2.0225 Direct Deposit Program**

(1) Direct Deposit is the electronic transfer of net salary and travel expense reimbursements into Florida State University employees' accounts 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 the employee can enter their own information by utilizing the OMNI Self Service function. The Direct Deposit Authorization form can be obtained from the Office of Payroll Services, The Office of Human Resources, or their related websites.

(b) Employees are required to submit a new Direct Deposit Authorization Form to the Office of Payroll Services should there be a change in their financial institution or rehired. For employees who have not been paid for more than ninety days, Payroll Services will use the last direct deposit information on file within the OMNI system to process any future payroll transactions.

(c) 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.

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

(e) The direct deposit data remains active in the office of Payroll Services until it is changed or canceled by the employee, the employee's financial institution or 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 getting cash pay (debit card) account with one of the area's local financial institutions.

Specific Authority BOG Resolution January 7, 2003, Reg. Procedure July 21, 2005, BOG 1.001 (5),(6)  
Law implemented 1001.74(3), (5) F.S. History-New\_\_\_\_\_