

# **PAYROLL POLICY 1 DIRECT DEPOSIT AND PAYROLL CHECKS**

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, March 24, 2022

Revised March 24, 2022

## **1. Purpose**

The purpose of this policy is to comply with the University of North Carolina at Greensboro Human Resources mandate for Payroll Services as of January 4, 2001; see ([Human Resources policy](#)) The Direct Deposit Policy promotes safe, reliable, confidential, convenient, and fast payments to all University employees.

## **2. Scope**

This policy applies to all EHRA Temporary and Permanent (exempt from the State Human Resources Act), SHRA Temporary and Permanent (subject to the State Human Resources Act), Graduate Assistant, Graduate Hourly, Undergraduate, Flat Pay and Hourly Pay, Federal Work Study and Summer Session (included, as separate item, with normal monthly pay).

## **3. Definitions and Roles and Responsibilities**

### **3.1 Definitions**

Direct Deposit is the electronic deposit of funds into a bank account as a form of payment; it is safe, confidential, efficient, and convenient.

## **4. Policy**

As a condition of employment at UNC Greensboro, all employees are required to participate in payroll direct deposit. All employees are required to remain enrolled in the University's direct deposit program while employed by the University. When an employee terminates, the employee's direct deposit account information is inactivated after 365 days.

There are limited circumstances under which employee payment will be made by paper check rather than direct deposit: (1) employees who are not enrolled in a timely fashion into the direct deposit program (possible during initial enrollment timing and when certain closed bank account issues occur); or (2) when an exception check request has been requested by the campus department that meets the requirements of [Policy 2 Exception Payroll Check Link Requests](#).

Employees are paid on the last working day of each month. (Note: Hourly employees including temporary and departmental students are paid for hours worked for the

period 11th of one month through the 10th of the following month, except in November and December). The payroll exception paper check is paid on the sixth workday of the next month. December exception paper checks will be available on the fifth workday of December.

The University offers direct deposit of an employee's net pay to a financial institution in the United States in accordance with [13 NCAC12.0309 Form of Payment of Wages](#).

NOTE regarding Accounts Payable Electronic Funds Transfer: Accounts Payable reimbursements, including travel reimbursements, to employees will be paid through the same direct deposit information used by each employee for payroll payment. See [Office of the Controller Travel Manual](#).

## **5. Compliance and Enforcement**

The University Controller is responsible for ensuring compliance with this policy. *Employees who do not comply with this policy are subject to disciplinary action under appropriate University disciplinary procedures, up to and including termination.*

## **6. Additional Information**

### **6.1 Supporting Documents**

[Human Resources policy](#)  
[13 NCAC12.0309 Form of Payment of Wages](#)  
[Direct Deposit and Payroll Check Procedure 1](#)  
[Office of the Controller Travel Manual](#)

### **6.2 Approval Authority**

This policy should be approved by the Interim Associate Vice Chancellor for Finance.

### **6.3 Contacts for Additional Information and Reporting**

- Responsible Executive: Yolonda Crim, Payroll Accounting Manager, (336)334-4135, [ylcrim@uncg.edu](mailto:ylcrim@uncg.edu)
- Responsible Administrator: Assistant Controller for Operation