

POLICY

Effective, July 1, 2014, Ocean County College will require all employee compensation to be directly deposited into checking, savings, and/or share accounts.* Employee compliance will be mandatory with the exception of seasonal and temporary employees. Seasonal and temporary employees are defined as follows: student employees, reserve employees, and seasonal coaching staff. Pay advices for direct deposit employees will be made available online via a secure website.

This policy is in compliance with New Jersey P.L. 2013, c.28 as amended by Assembly Bill No. 720.

The direct deposit practices will be governed by the procedure to this policy.

*There are certain circumstances under which payment by paper check rather than direct deposit is permitted. The exception must be approved by the Human Resources department.

ADOPTED: April 28, 2014

PROCEDURE

Purpose: To provide a procedure for mandatory direct deposit of all Ocean County College employee compensation (with the exception of seasonal and temporary employment) into checking, savings, and/or share accounts with a maximum of four designated accounts per employee. Mandatory direct deposit is effective July 1, 2014.

1. Definition of Seasonal and Temporary Employment
 - a. Seasonal and temporary employees are defined as follows: student employees, reserve employees, and seasonal coaching staff.
 - b. The employment types defined above will not be subject to the compliance requirement of the mandatory direct deposit policy.

2. Enforcement of Policy
 - a. The Office of Human Resources will identify employees who are not designated as seasonal or temporary and are not using direct deposit.
 - b. Identified employees will be directed to complete the Ocean County College Direct Deposit Form. The form must include the routing/transit number and account number for each account indicated. Documentation for each account is required.
 - c. Employees who do not complete the direct deposit form in a timely manner may be subject to disciplinary action.

3. New Hires
 - a. Any employee hired after July 1, 2014 (with the exception of seasonal and temporary employees) is subject to the mandatory compliance requirement.
 - b. Newly hired employees will receive a direct deposit form in their new hire paperwork. Direct deposit forms will be due to the Payroll Office within one week of the hire date.

4. Related Documents
 - a. Pay advices for direct deposit employees will be made available online only via Ocean Connect.
 - b. Employees can elect to receive a printed Form W-2 or an IRS-compliant, electronic Form W-2, which will also be made available via Ocean Connect.

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