

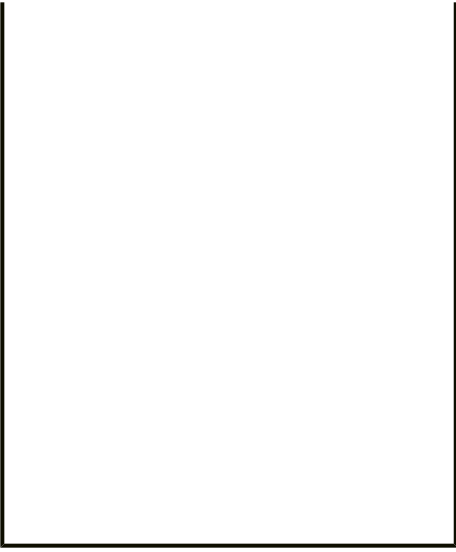
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Grace Period: A grace period of one month will be allowed during which the new employee may sign up for Direct Bank Deposit. After that, the department will follow-up with the employee to insure that they sign up for direct deposit.

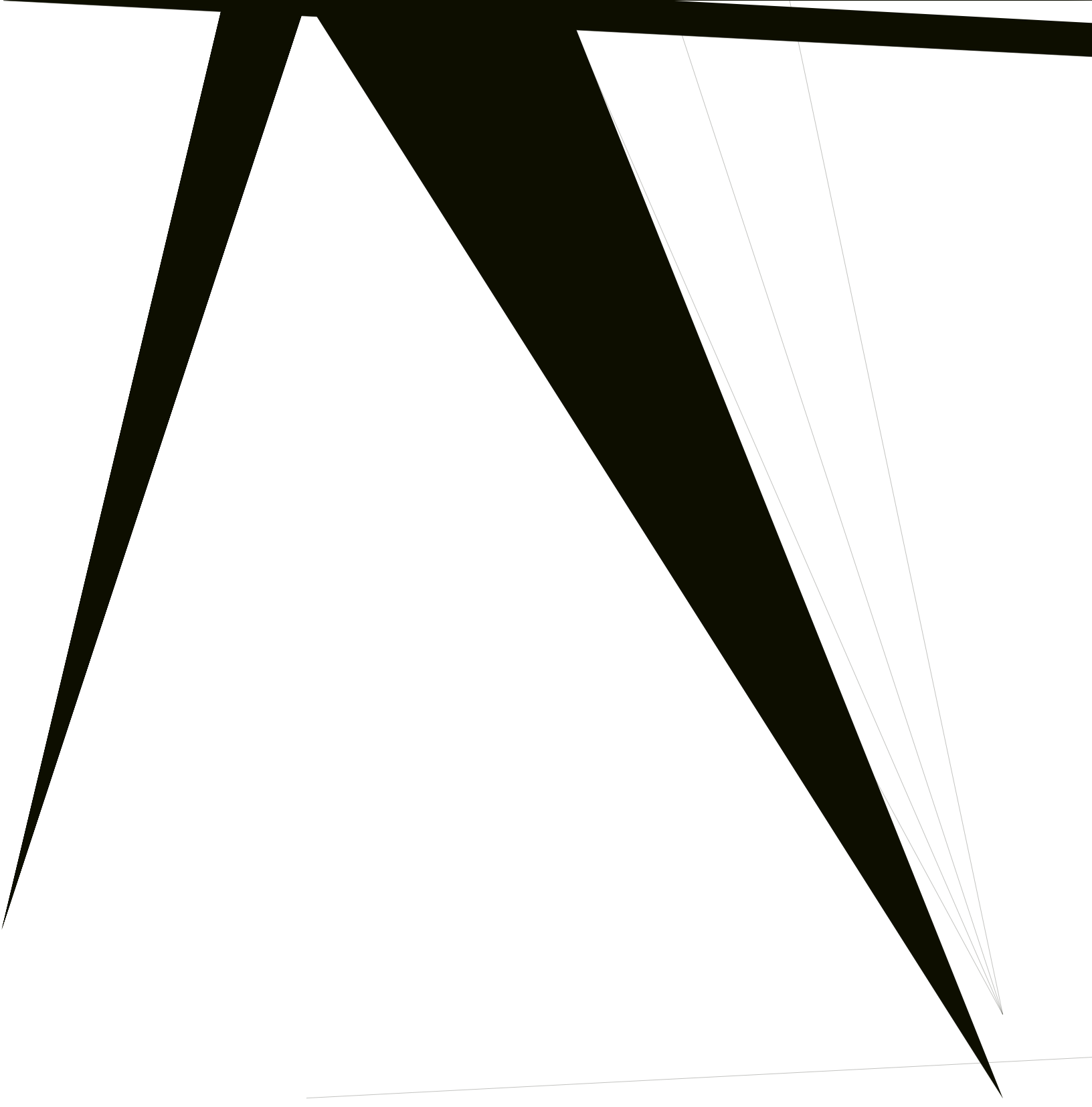
Follow-up List: A list of those employees who have not signed up for direct bank deposit will be sent to departments with each payroll. This list will include the names of those whose employment began on or after October 1, 1997, and who do not yet have direct bank deposit. Department personnel can then contact these persons to enroll in the direct deposit pruhe direct Sr the

accurate

- b. Ensure that any new personnel have been added to the vouchers
- c. Ensure that any terminated personnel are removed
- d. Salary payments can be reduced to adjust for Dabsnta tmet



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7.





6.

