

	PAY 901
	Direct Deposit
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	Effective Date: 06/01/2010

<p>Purpose</p> <p>In order to minimize costs of paying employees and to provide higher degree of security in making those payment.</p>
<p>Policy</p> <p>Direct deposit is the preferred method of payment to employees. All IIT employees are strongly encouraged to participate in the direct deposit program.</p>
<p>Definitions</p> <p>Banner Self Service</p>
<p>Procedures</p> <p>These are the steps required to meet the policy. You can state policy without defining procedures, but procedures ALL exist to support a policy (whether it is written or not.)</p>
<p>Guidelines</p> <p>ACCESSING PAY INFORMATION</p> <p>Employees must use their My IIT Portal Banner Self Service (BSS) “WORK” tab to access their pay information.</p> <p>PROCESSING TIME</p> <p>It will take one pay cycle after the Payroll Department receives the form before monies are deposited into your account if the required documents are not received with the Authorization Form.</p>
<p>References</p> <p>Are there other policies that need to be referenced in order to clarify this policy?</p>
<p>Responsibilities</p> <p>EMPLOYEE RESPONSIBLE FOR UPDATING DATA ON BANNER SELF SERVICE</p>

Banner Self Service contains historical check information and can also be used by employees to change their home address and home telephone numbers, to review their current benefit deduction information, to view their federal and state withholding allowances and to view emergency contact information as well as leave balances.

Required Forms

APPLICATION FORM FOR DIRECT DEPOSIT

Forms to initiate Direct Deposit of pay are available on the Payroll Department section under the Controller's office website. The form must be printed, completed, signed and sent to the Payroll Office – Room 205, Main Building. **A copy of a voided check must be attached to the Direct Deposit Authorization form.**