



Where Your Future Is Waiting

POLICY NUMBER: HR 611

Title: Mandatory Direct Deposit

Effective Date: 4/4/2023

Last Review/Revision Date: 4/4/2023

Policy Statement

This policy is to ensure compliance with the rules and policies set forth by the Louisiana Community and Technical College System (LCTCS) Board of Supervisors regarding mandatory direct deposit as a part of centralized payroll by the LCTCS in LCTCS Policy #6.004/Mandatory Direct Deposit.

SCOPE AND APPLICABILITY

This policy applies to all CLTCC faculty, tenured and non-tenured, staff and student workers.

POLICY PROVISIONS

All employees of CLTCC are paid through the LCTCS Centralized Payroll and are required to participate in direct deposit of net pay to his/her financial institution.

Should one desire to be considered for an exemption to this policy due to hardship, the direct deposit hardship exemption requires completion of a Direct Deposit Waiver form from LCTCS, which shall be submitted to the centralized payroll office of the LCTCS. Notification of approval or denial of such a request will be made by LCTCS within seven working days of receipt of the Direct Deposit Waiver form. According to LCTCS policy, hardship exemption considerations will mirror those put in place by the State Division of Administration.

Policy Reference: Louisiana Community & Technical College System Policy 6.004

Review Process:

<i>Name</i>	<i>Title</i>	<i>Approval Date</i>
<i>James R. Sawtelle III, Ed.D.</i>	<i>Chancellor</i>	<i>4/4/2023</i>

Distribution:

Electronic: posted to College's website and sent via email to College personnel