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TITLE: MANDATORY DIRECT DEPOSIT	
EFFECTIVE DATE: January 20, 2015	
LAST REVISION: Initial*	Policy No. 207

PURPOSE

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 BRCC faculty, tenured and non-tenured, staff and student workers.

POLICY PROVISIONS

All employees of BRCC 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.

Source of Policy: LCTCS Policy #6.004

Related Policy: _____

Approved by:  _____

Chancellor Andrea Lewis Miller

Responsible Administrator: Human Resources

LCTCS Policy Reference: #6.004

LCTCS Guideline Reference: Article II, Sect 2

Date: 1/20/2015