

NOTICE OF TECHNICAL CHANGE

Date: July 30, 2008

REGULATION TITLE:
Direct Deposit Program

REGULATION NO.:
6C1-3.0422

SUMMARY: The changes to this regulation are technical in nature and do not include any substantive changes that are required to be approved by the Board of Trustees.

AUTHORITY: BOG Resolution dated January 7, 2003

COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Rebecca J. Holt, Administrative Assistant, 123 Tigert Hall, Post Office Box 113125, University of Florida, Gainesville, Florida 32611, 352-392-1358 office, 352-392-4387 facsimile, regulations@ufl.edu.

NAME OF PERSON WHO APPROVED THE PROPOSED REGULATION: Kyle Cavanaugh, Sr. Vice President for Administration

THE FULL TEXT OF THE PROPOSED REGULATION IS ATTACHED TO THIS NOTICE.

REGULATIONS~~RULES~~ OF
UNIVERSITY OF FLORIDA

6C1-3.0422 ~~Finance and Administration;~~ Direct Deposit Program

(1) The following describes the direct deposit requirement for all University of Florida employees. Direct deposit is the electronic transfer of net salary and travel expense reimbursements into University of Florida employees' personal checking or savings account at United States financial institution.

(2) All employees, including temporary hires and non-work study students, are required to participate in the Direct Deposit Program as a condition of employment, regardless of date of hire.

(a) ~~Departments/e~~Employees ~~must have 30 days from the date of their first paycheck to set up a savings or checking account at a financial institution, and~~ submit the University of Florida Direct Deposit Authorization Form to the [Human Resource Services or Student Employment University Payroll](#) Office ~~as part of the original hire packet~~. The Direct Deposit Authorization form, FA-PS-DDA, Rev. ~~03/2008~~^{05/04}, is incorporated herein by reference and can be obtained from the websites of the University Payroll Office and ~~Division of Human Resources~~ [Services](#).

(b) By Federal Regulations, Work-Study students are not required to participate in the Direct Deposit Program, but strongly encouraged by the University of Florida to participate.

(c) The direct deposit data remains active in the University Payroll Office until it is changed or one year after separation of employment.

(3) Employees who ~~can demonstrate a hardship or that they~~ have been unable to establish an account at a financial institution ~~must~~^{may} request to have their salary applied to a pay/debit card through a financial institution in partnership with the University. The University will provide an application for this card upon request.~~exemptions from participating in direct deposit.~~

~~(a) Employees shall submit a written request including supporting documentation, to the University Payroll Office explaining the hardship within 14 days from the date of hire.~~

~~(b) The University Payroll Office will make a written determination within 14 days to the employee approving or denying the request.~~

~~(c) The University Payroll Office will print checks to those employees granted direct deposit participation exemption.~~

(4) Direct Deposit Authorization forms are available in the offices and on the web sites of the University Payroll Office and ~~the Division of~~ Human Resources Services.

(a) Employees are required to submit a new Direct Deposit Authorization to the University Payroll Office should there be a change in their financial institution.

(b) Employees are not required to re-submit a Direct Deposit Authorization when changing hiring authorities, pay plans, or job titles within the University of Florida.

Specific Authority 1001.74(4) FS.

~~Law Implemented 110.113, 1001.74(19) FS.~~

History--New 12-31-03, Amended 7-19-05, _____ (technical changes only).

