

### **UCF-3.039 Direct Deposit Program**

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

(2) All employees, including temporary hires and students, except undergraduate work-study students, are required to participate in the Direct Deposit Program as a condition of employment, regardless of date of hire. However, the University of Central Florida strongly encourages undergraduate work-study students to participate in the Direct Deposit Program.

(a) The University of Central Florida Direct Deposit Authorization Form is a required part of each new employee's sign-in paperwork that all new employees, including undergraduate student employees, must complete in their hiring department. The University of Central Florida Direct Deposit Authorization Form can be obtained from the UCF Human Resources website at [www.hr.ucf.edu](http://www.hr.ucf.edu), or in the Employee Self Service option of the employee's myUCF account.

(b) By Federal regulations, work-study students are not required to participate in the Direct Deposit Program, but strongly encouraged by the University of Central Florida to participate.

(c) The direct deposit data remains active in the Payroll Office until it is changed.

(3) For an employee who is unable to form banking relationships, the university has established special arrangements with local financial institutions for a limited banking relationship with no associated fees within limits that are set by each financial institution.

(4) Employees who can demonstrate a hardship or that they have been unable to

establish an account at a financial institution may request exemptions from participating in direct deposit.

(a) Employees shall submit a written request including supporting documentation, to the director of Human Resources explaining the hardship within 14 days from the date of hire.

(b) While the request for exemption is under review, the employee will not be required to establish direct deposit.

(c) The director of Human Resources will make a written determination within 14 days to the employee approving or denying the request.

(d) If the director of Human Resources denies the request for exemption, the employee will have thirty days to establish direct deposit.

(e) Human Resources will print checks to those employees granted direct deposit exemption and the employee is required to pick up their paycheck from the office of Human Resources.

(5) Employees are required to submit a new Direct Deposit Authorization should there be a change in their financial institution by making the changes through the Employee Self-Service option within the employee's myUCF account or by completing The University of Central Florida Direct Deposit Authorization Form and turning it into Human Resources.

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

*Authority: Florida Statutes Section 110.113. History-New 6-2-11.*