



Policy No. 6.009  
Northwest Louisiana Technical College

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**Direct Deposit**

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Original Adoption: February 10, 2008  
Effective Date: February 10, 2008  
Last Revision: June 12, 2014

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Northwest Louisiana Technical College (NWLTC) has implemented the Direct Deposit policy for all employees paid by the Uniform Payroll System as adopted by the Louisiana Community and Technical College System (LCTCS) Board of Supervisors on August 9, 2000. Direct deposit is a proven fast and safe method for depositing of net wages.

**Scope and Applicability**

The Direct Deposit policy applies to all employees of Northwest Louisiana Technical College.

**Authority to Authorize/Approve**

The policy covers all employees of all entities paid through LCTCS Centralized Payroll who will be required to participate in direct deposit of net pay to his/her financial institution. The Human Resources department issues a direct deposit authorization form to all new employees and rehires during the orientation process.

**General Provisions**

Direct deposit is a very dependable and economic way of doing business. Due to the massive amount of check processing, NWLTC requires all employees to enroll in the direct deposit system. New employees and rehires are required to fill out the Direct Deposit Enrollment Authorization form. The authorization form requests employee banking information for posting to the account on the pay effective date.

**Limitations**

The direct deposit hardship exemption requires completion of a Direct Deposit Waiver form that must be submitted to the human resource department and LCTCS Centralized payroll office. Notification of approval or denial of the exemption request will be made within seven working days of receipt of the Direct Deposit Waiver form. State Division of Administration guidelines, currently in effect, determine hardship exemption considerations.

*Policy Reference:* Louisiana Technical College Procedure No. HR1930.517  
LCTCS Policy #6.004

Approved:



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