

5.3 DIRECT DEPOSIT

Electronic direct deposit of payroll provides a number of benefits, such as avoiding lost checks, theft or forgery. The Treasurer's Office electronically deposits employee paychecks in the employee's account on payday. All County employees and officials are required to use electronic direct deposit for payroll unless there is a reason for an exemption. There are circumstances for which payment by paper check, rather than electronic direct deposit is necessary or suitable. The *Authorization Agreement for Direct Deposit Form* will be made available to you in Human Resources when you bring to Human Resources a void check or a direct deposit authorization form from the bank of your choice.

An employee's first pay check may not be electronically direct deposit.

Electronic direct deposit will not be in your account until the Friday morning of payday as approved by the Commissioners Court.

The Direct Deposit Waiver Form will be made available to you in Human Resources should these exceptions and exemptions apply:

- Austin County will not electronically direct deposit the pay check of an employee hired for less than 60 days. If Austin County continues employing the individual beyond 60 days, electronic direct deposit is required unless the County grants an exemption.
- Possible exemptions from electronic direct deposit include the employee's inability to have a bank account or the employee is unable to withdraw funds because he or she does not live near or is not employed near a bank. Austin County may consider other exemption requests based on extenuating circumstances.

No salary advances or loans against future salary will be made to any employee for any reason.

An employee must promptly bring any discrepancy in a paper pay check / electronic pay stub (such as overpayment, underpayment, or incorrect payroll deductions) to the attention of the County Treasurers Office.