



**POLICY 05:08:03
DIRECT DEPOSIT**

Pellissippi State requires all employees (full-time and part-time) (regular and temporary) to participate in the automatic deposit program for the direct deposit of their salaries to the financial institution of their choice. Direct Deposit Forms are available in the Human Resources and Payroll Offices or online. Changes to this service must be received by the Payroll office by the 15th of the month to be effective in the current month.

Federal student workers have the option to participate in the direct deposit program as long as there is no charge to the student.

Approved: Executive Council, March 4, 1991
Editorial Changes, April 21, 1993
Approved: President Allen G. Edwards, February 4, 2002
Reviewed/Recommended: President's Staff, December 3, 2007
Approved: President Allen G. Edwards, December 3, 2007
Reviewed/Recommended by President's Council, September 28, 2015
Approved by President L. Anthony Wise Jr., September 28, 2015