

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: DIRECT DEPOSIT
POLICY NUMBER: HR-4.05
EFFECTIVE DATE: November 2001
SUPERSEDES: N/A
LAST REVISION DATE: January 2012

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) that paychecks be distributed at the beginning of business on payday or the last workday of the pay period if a payday falls on a weekend or holiday. The record of direct deposit will be distributed at the same time as paychecks.

DIRECT DEPOSIT:

- I. All salaried employees hired prior to January 1, 2011 who have accrued 40 hours of annual leave, are eligible for direct deposit of paychecks into their bank accounts. Employees hired after January 1, 2011, who have accrued 40 hours of paid time off, are eligible for direct deposit.
- II. Employees who go on leave without pay due to using all of their annual leave will lose the benefit of direct deposit until they have accumulated 40 hours of annual leave and maintained that balance for 3 months.
- III. To apply for direct deposit, the employee must complete the Direct Deposit Form 416 and attach a voided check from the account they wish to deposit the monies into and submit to Human Resources. Direct deposit will be in effect the second payroll period after the request.
- IV. Hourly employees are allowed to begin direct deposit at any time.

ATTACHMENT:

- I. Direct Deposit SBHS Form 416

**SUBJECT: Paychecks/Direct Deposit
Policy HR-4.05**

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date