



SECTION V: EMPLOYEE POLICY5225

DIRECT DEPOSIT OF PAYROLL

In the interests of economy and to provide its employees the convenience of having payroll funds available in their bank accounts on payday, the Board of Education has determined to have the net pay of all Broken Arrow Public Schools employees directly deposited in a specific banking institution account that is designated in writing by the employee.

Participation in the direct deposit program shall be mandatory. All employees shall have their payroll wage payments disbursed through direct deposit to the financial institution of each employee's choice. Agreement to accept direct deposit of payroll funds shall be a prerequisite for new employment with the Broken Arrow Public Schools, (the "District").

Direct deposit forms shall be given to every current and new employee on which employees shall designate the financial institution and account information necessary for direct deposit. It shall be the duty of all current employees to submit their completed direct deposit forms to the HR office. Should any current employee fail to submit a completed direct deposit form, that employee shall receive a paper check which must be collected from the HR office during non-work hours and submit new direct deposit information. New employees must submit their completed direct deposit forms to the HR office before receiving their first paycheck.

Direct deposit of payroll funds will be made in accordance with the District's payroll schedule for the current year. The District shall electronically provide each employee their direct deposit payroll advice that details payroll information by means that are not burdensome to the employee. No fee or assessment shall be charged to any employee because of the implementation and administration of the direct deposit program under this policy.

It shall be the responsibility of each employee to notify the District's payroll department of any changes to either the employee's designated bank account or banking institution that would affect direct deposit of funds before the next scheduled payroll disbursement. Should an employee encounter a difficulty in obtaining a bank account for the direct deposit of payroll funds, the District's payroll department offers a paycard election.

Reference: 70 OKLA. STAT. § 6-106.2

SOURCE: Broken Arrow Board of Education policy adoption, October 11, 2021.