

Lucas County, Ohio
Office of the Auditor
Payroll Policy & Procedures

**Mandatory Direct Deposit and
Standardized Pay Dates**

1. SCOPE

This policy applies to all payees whose payroll compensation is paid under the appointing authority and jurisdiction of the Lucas County Auditor and is a condition of employment. Ref: Sub. H.B. 225, 129th Gen. A. eff 3/22/12 / ORC 9.37(G).

2. EFFECTIVE DATE

This policy is effective January 1, 2013.

3. PURPOSE

A direct deposit program facilitates the performance of duties and increases efficiency of the County's finance and payroll functions. By eliminating the need to generate a paper checks, direct deposit reduces County expenses relating to the administration of payroll and the accounting of County funds (i.e., cost of printing paper checks and minimizing associated equipment, forms, labor costs, and unclaimed funds processing, etc). A direct deposit program also provides greater security by diminishing the opportunities for the theft or fraudulent cashing of checks. Additionally, a direct deposit program provides a disaster recovery process that is more easily administered than having payees receive a physical check.

4. POLICY

Effective January 1st 2013, all payees regardless of the employment status will be required to have their compensation directly deposited into an account designated by the payee at a financial institution on a biweekly basis. Examples of employment status would be full-time, part-time, seasonal, intern, etc.

Administration - Payees must provide a Direct Deposit Authorization Form with a voided check or a letter from the banking institution attached to verify the banking information. Direct Deposit Authorization forms can be obtained from your location payroll representative or by contacting the Lucas County Auditor's Payroll Department. The payee may elect up to five (5) accounts to place their funds.

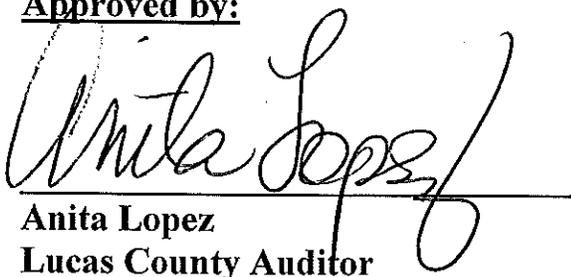
Banking Changes - must be received by the Auditor's Payroll office no later than the Monday prior to the pay date it is to be effective. If an account is closed and/or your bank account is no longer valid and payroll funds have been transmitted to an inactive and/or closed account, funds must be returned to Lucas County by your banking institution before a replacement payment may be issued.

Pay Date - If the Friday pay date is a Federal Reserve Bank Holiday, then the pay date will be Thursday. If the Friday pay date is a Lucas County Holiday but not a Federal Reserve Holiday, the pay date will remain Friday.

Compliance Issues - The Auditor's payroll department will notify the appointing authority and/or his or her designee of a payee(s) failure to comply with the Auditor's direct deposit policy. Failure to comply with the direct deposit policy may subject the payee's appointing authority to costs and fees associated with the establishment of a payroll debit card account at a financial institution of the Auditor's choosing. The payroll debit cards will be distributed on the pay date, and payroll funds will be provided on the payroll debit card for the benefit of the payee.

Additionally, a payee not in compliance with the direct deposit policy may be subject to progressive disciplinary proceedings by the payee's employing/appointing authority.

Approved by:


Anita Lopez
Lucas County Auditor

Dated:

11.02.12