



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2016.07

Changing Lives, Creating Futures

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TO: All Employees of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
LCTCS Payroll, Senior Payroll Manager

DATE: April 18, 2016

RE: **Mandatory Direct Deposit Policy # 6.004**

Direct deposit of net pay is a fast, safe, proven and free service provided to employees by organizations. This policy supersedes the system policy adopted August 9, 2000, Mandatory Direct Deposit for Employees Paid by the Uniform Payroll System, to reflect the supposition of centralized payroll by the LCTCS.

All employees of all entities who are paid through the LCTCS Centralized Payroll will be required to participate in direct deposit of net pay to his/her financial institution. Federal Workstudy students are exempt from mandatory direct deposit, but are encouraged to participate.

The direct deposit hardship exemption requires completion of a Direct Deposit Waiver form and submission of such form to the centralized payroll office of the LCTCS. Notification of approval or denial of such a request will be made within seven working days of receipt of the Direct Deposit Waiver form. Hardship exemption considerations will mirror those put in place by the State Division of Administration.