

**Finance Policy #614
Direct Deposit of Payroll**

Purpose:

The SusQ-Cyber Charter School employees requested payroll direct deposit as a safe and convenient method of payroll distribution.

Guideline:

- Every SusQ-Cyber employee must participate in the direct deposit program.
- Employees must provide the business office with a voided check that corresponds to the routing number and account number of the account where the check should be deposited.
- The business office will provide the necessary forms to facilitate this process.
- Employees must report any changes in banks or deposit accounts to the business.
- Supplemental checks including expense checks will not be direct deposited.

Delegation of Responsibility:

The CEO is responsible to ensure the direct deposit process is working for the employees.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.