

**CITY OF HAMILTON, OHIO**

No. 232

**ADMINISTRATIVE DIRECTIVE**

Effective Date: 4-28-16

Supersedes: Directive No. 332 Dated 11/01/03

Approved by: Joshua A. Smith,  
City Manager

SUBJECT: PAYROLL DIRECT DEPOSIT

PURPOSE: To reduce payroll processing expenditures, increase efficiency, and deter fraud by virtually eliminating paper checks.

POLICY STATEMENT: All employees hired on or after November 1, 2003 shall employ direct deposit to receive bi-weekly payroll.

**1. Policy.**

- a. Employee shall receive a Direct Deposit Authorization Agreement from the Department of Civil Service and Personnel.
- b. The direct deposit form must be completed and returned to the Payroll Department within five (5) working days along with:
  - i. For a checking account: A voided check. Write **VOID** in ink boldly on the check front
  - ii. For a savings account: The Direct Deposit Authorization Agreement must be filled out. **A deposit slip will not be acceptable for this information.**
- c. It may take up to two (2) pay periods for the Direct Deposit to become effective in order to allow for testing and confirmation procedures. During this time, the employee will receive paper checks.