

District Regulation

6511 - DIRECT DEPOSIT

Section: Finances

Date Created: February 2025

Date Edited:

This regulation establishes the procedures for payroll distribution in compliance with Glassboro Board of Education Policy 6511 and the mandatory direct deposit requirements set forth in N.J.S.A. 52:14-15h.

Procedures for Payroll Distribution:

1. Initial Paycheck:

- Upon hiring, a new employee's first payroll disbursement shall be issued as a paper check.
- All employees shall be required to submit direct deposit enrollment information to the Payroll Office prior to the issuance of their second paycheck.

2. Second Paycheck:

- The second paycheck shall be deposited via direct deposit provided the required banking information has been submitted.
- If an employee has not provided direct deposit information prior to the issuance of the second paycheck, they shall receive a formal written notice from the Payroll Specialist detailing the mandatory requirement. This notice shall be sent five (5) days prior to the scheduled payroll date.

3. Third Paycheck:

- Employees who fail to provide direct deposit information prior to the issuance of their third paycheck shall have their payment withheld until such time as the required banking information is submitted to the Payroll Office.
- The Payroll Specialist shall issue a final written notice to the employee outlining the necessary steps for compliance and the consequences of continued noncompliance. This notice shall be sent five (5) days prior to the scheduled payroll date.

Exceptions:

- In accordance with Policy 6511, the Board of Education may grant an exemption from the mandatory direct deposit requirements under such terms and conditions as it deems necessary.

- The Business Administrator shall have the authority to consider and grant an exemption on a case-by-case basis at their sole discretion. Employees requesting an exemption shall submit a formal written request specifying the justification for such exemption.

Compliance and Enforcement:

- Employees are expected to comply fully with the district's payroll procedures to ensure the timely and efficient processing of payroll disbursements.
- Failure to provide direct deposit information as required may result in delayed payroll processing as outlined herein.
- The Board of Education shall annually adopt a resolution implementing the direct deposit requirements, designating the school district's banking institution and any exempt employee groups, as stipulated in N.J.S.A. 52:14-15h.

Confidentiality and Accessibility of Payroll Information:

- In compliance with Policy 6511, payroll-related information, including net pay details, W-2 forms, and any accompanying documents, shall be made available exclusively through secured online access, ensuring the protection of employee information and confidentiality.
- The Board of Education shall continue to fulfill all payroll check distribution verification processes as mandated by N.J.A.C. 6A:23A-5.7 and Policy 6510.

Effective Date:

This regulation shall take effect immediately and shall be applicable to all new hires henceforth.

For further information or clarification, employees may contact the Payroll Office.