

MANUAL OF PROCEDURE


PROCEDURE NUMBER: 2670 **PAGE** 1 of 1
PROCEDURE TITLE: Direct Deposit
STATUTORY REFERENCE: Florida Statutes 1001.64 and 112.08
BASED ON POLICY: II-80 All Full-Time Personnel: Benefit Plans
EFFECTIVE DATE: September 15, 1969
LAST REVISION DATE: March 9, 2010; October 4, 2024
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I. PURPOSE

To provide College personnel with information regarding Direct Deposit Program requirements for employees.

II. PROCEDURE

1. Miami Dade College is an institution that pays employees through Direct Deposit.
2. All funds will be direct deposited. Any employee who does not set up direct deposit will have their funds automatically sent to the Bank Mobile paycard.
3. To complete the direct deposit process, employees must:
 - i. Have either a checking or savings account with a financial institution that is a member of the National Automatic Clearing House Association (NACHA), e.g. South Florida Educational Federal Credit Union.
 - ii. Enter the Direct Deposit information via MDConnect Employee Self Service, which is available MDConnect self Service, Payroll, Direct Deposit.
4. Arrangements for establishing and/or changing direct deposit accounts are the sole responsibility of the employee, for which the College cannot be held liable.
- 5.

	10/04/2024
PRESIDENT	DATE