



CITY OF KETTERING  
DEPARTMENT OF HUMAN RESOURCES

**PLEASE POST**

**Date:** September 27, 2013  
**To:** All City of Kettering Employees  
**From:** Sara E. Mills, Human Resource Director  
**Subject:** *Mandatory Direct Deposit Policy & Direct Deposit Form*

The Finance and Human Resource Departments are in the process of transitioning to a new HR/Finance Payroll System. One of the initial steps we've undertaken is to begin a new Mandatory Direct Deposit program where employees' payroll earnings are direct-deposited into their personal checking or savings account, instead of being paid to them in the form of a Payroll Check. A Direct Deposit program is a more efficient and cost effective means for the City to compensate its employees and assures that employees receive their pay even when they are away from work, such as on vacation. You may be among our many employees who are already enrolled in the City's Direct Deposit program; if you are, you do not need to take any action in response to this Memo.

In conjunction with our Finance Department, the Human Resource Department has implemented a new *Mandatory Direct Deposit Policy* (attached) that has been approved by the City Manager and is now effective. This Policy applies to ALL employees and this change will be effective beginning with the second pay in October, i.e., on the Pay Date of October 25, 2013. This Policy is consistent with recently negotiated contracts with our unionized employees. Although October 25, 2013, is the latest date to begin Direct Deposit, *current employees must submit Direct Deposit Forms by October 11, 2013* (see instructions on the attached *Direct Deposit Form*).

Beginning immediately, any New Hires and Rehires to the City are required to enroll in Direct Deposit. New *Direct Deposit Forms* have been included in New Hire Packets and can be located on the *City's Website* and on "*The Barn*," and will continue to be distributed. At this time, employees will continue to receive a printed copy of their Payroll Stubs.

Thank you for your cooperation as we transition to this new Mandatory Direct Deposit program.

Attachments: Direct Deposit Policy  
New Direct Deposit Form

S:\Administrative Policies\Direct Deposit Policy\Memo to All Employees - Direct Deposit (09-27-13).doc

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CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

9/13

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Policy No. 615: Direct Deposit of Payroll & Distribution of Paystubs


A. General Provisions

1. As required by the City of Kettering, all payroll payments will be direct deposited into an account of the employee's choice in compliance with the guidelines established by the City of Kettering's Finance Department.
2. The Finance Department is authorized to withhold payroll payments to an employee who fails to provide a completed "City of Kettering Direct Deposit of Payroll" form in a timely manner from the date the form is requested.
3. At the City's discretion, paystubs or the equivalent shall be distributed or accessible to employees either in printed form or electronically.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.


Approved:

9/11/2013  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mark Schwieterman  
City Manager

Issued:

9/11/2013  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sara E. Mills  
Director of Human Resources

CITY OF KETTERING  
DIRECT DEPOSIT OF PAYROLL

DIRECT DEPOSIT OF NET PAY IS MANDATORY

- You may direct deposit your net pay to any account classified as a checking or savings account.
- IN ADDITION to completion of the authorization below, YOU MUST ATTACH DOCUMENTATION THAT VERIFIES THE ROUTING NUMBER AND ACCOUNT NUMBER YOU PUT ON THIS FORM.
  - o A voided check is best for checking accounts.
  - o For savings (or "checking without checks") accounts, your financial institution can provide you with a form letter verifying all the information needed for direct deposit.

**YOUR DIRECT DEPOSIT AUTHORIZATION WILL NOT BE PROCESSED WITHOUT THE ABOVE DOCUMENTATION AND FULL COMPLETION OF THE AUTHORIZATION FORM. Your net pay will not be paid to you until this authorization is processed.**

**NEW HIRES AND REHIRES:** Please submit your authorization to HUMAN RESOURCES (or your Department if so advised) with other required employment forms.

**EXISTING EMPLOYEES:** Please submit direct deposit changes to:

RHONDA SOUTH - FINANCE DEPARTMENT - 937-296-2403

FORMS may be FAXED TO: 937-296-3390

FORMS may be Scanned and Emailed to: rhonda.south@ketteringoh.org

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**AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL**

For payroll purposes only, I hereby authorize the City of Kettering to initiate credit (deposit) entries and, if necessary, debit entries for adjustments of any credit made in error to my account(s) as described below:

Financial Institution Name: \_\_\_\_\_

Financial Institution's 9 digit routing number: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

\_\_\_\_\_ DEPOSIT NET PAY PER PAY PERIOD

\_\_\_\_\_ DEPOSIT \$ \_\_\_\_\_ Per Pay Period  
for additional allocations only; must also have "net pay" account

This authority is to remain in full force and effect until the City of Kettering has received written notification from me of its termination or change in such time, in such manner as to afford the City of Kettering a reasonable opportunity to act on it.

PRINT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ Dept: \_\_\_\_\_

**FINANCE DEPARTMENT USE ONLY:**

EMPLOYEE ID: \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_ PP