



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES 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(s) of the employee's choice in compliance with the guidelines established by the City of Kettering's Finance Department. The Finance Department will determine the maximum number of accounts an employee may designate.
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 and bank verification 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 Managers and Department Directors.

Approved:

11/29/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11-30-22
Date

Jenny Smith
Jenny Smith
Human Resource Director