



County of Riverside  
**OFFICE OF THE AUDITOR-CONTROLLER**  
**STANDARD PRACTICE MANUAL**

<b>SECTION:</b> 2		<b>SUBJECT:</b> Direct Deposits
<b>POLICY NUMBER:</b> 207		<b>CATEGORY:</b> Payroll
<b>EFFECTIVE DATE:</b> 7/1/13		<b>APPROVED BY:</b> <i>Paul Arguelo</i>

**PURPOSE:**

To establish policies, procedures, and to provide guidelines for processing employee direct deposits.

**SCOPE:**

Applies to all County departments, agencies, special districts, and authorities—collectively referred to as “entities”—that are governed by the Board of Supervisors or that are considered part of the County reporting entity.

**POLICY:**

It is the policy of the Auditor-Controller’s Office (ACO) to follow the strict legal requirements set forth in *State and Federal law, Memorandum of Understandings (MOUs)*, and adherence to the bank’s regulations with regard to processing employee direct deposits for the County of Riverside. While direct deposit is strongly encouraged, use of direct deposit must be voluntarily selected by the employee, except those mandated through their collective bargaining agreement. Please refer to specific *MOU’s* and/or departmental policy for specifications.

**PROCEDURE:**

Direct deposit forms can be submitted by the employee directly to the ACO Payroll Division or given to their department Human Resources or Payroll representative who will forward the forms to the ACO Payroll Division. Forms can also be submitted via central mail and the US Postal Service. Faxed forms are only accepted for requests to cancel a direct deposit. The direct deposit authorization forms can be accessed on the ACO’s website at [www.auditorcontroller.org](http://www.auditorcontroller.org).

Direct deposit requests received by the ACO Payroll Division by 12:00 p.m. on non-payday Wednesday, with proper documentation, will be active 2-3 pay periods following submission. All new accounts are pre-noted prior to activation to ensure validity.

- Acceptable forms of documentation include:
  - a) Original voided check as issued by the financial institution
  - b) Bank specification sheet or,
  - c) Account information and routing (ABA) number on financial institution letterhead.
- Account deposit slips are **NOT** an acceptable form of documentation.
- Employees may have up to a maximum of five accounts for direct deposits.
- Employees also have the ability to update their direct deposit through PeopleSoft employee self-service. If employee self-service is used, paperwork does not need to be submitted to the Auditor-Controller,

however all new accounts will still be pre-noted and employees are limited to three accounts. Employee self-service job aids can be found on the Auditor-Controller's website at [www.auditorcontroller.org/payroll/mypaycheck](http://www.auditorcontroller.org/payroll/mypaycheck).

- To ensure employees receive a final pay stub, all direct deposit accounts are inactivated and the final check is mailed to the employee.

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