Direct Deposit Program for Newly Hired Employees

Status: Accepted
Effective date: March 1, 2005
Revision date:

It is the policy of Lincoln University that all newly hired employees will be required to use the Direct Deposit method of payment. This means that the amount of employee’s paycheck, minus mandatory, applicable taxes and voluntary deductions, will be deposited directly into their personal bank account. This method of payment is offered for both convenience and security purposes. A Direct Deposit Authorization form shall be included in the employee orientation package of materials. This form must be filled out in its entirety. Direct Deposit payment method will take two pay periods before it becomes effective. Employees will receive a direct deposit voucher as proof of payment.