



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

UAMS ADMINISTRATIVE GUIDE

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PAGE: 1 of 2

SECTION: HUMAN RESOURCES

AREA: PAYROLL

SUBJECT: DIRECT DEPOSIT

PURPOSE

The purpose of this policy is to establish the requirement and the procedures to enroll an employee to receive UAMS earnings via direct deposit.

SCOPE

This policy covers all UAMS paid employees, faculty and staff.

POLICY

Effective April 1, 2012, all UAMS employees are required to participate in the Direct Deposit of earnings into any financial institution cooperating under the regional Automated Clearing House agreement. UAMS requires Direct Deposit for its employees through the Office of Human Resources ("OHR") and Finance Department/Payroll.

PROCEDURE

1. For earnings to be deposited directly into an employee's checking or savings account, the employee must complete an [Authorization for Direct Deposit of Pay Form](#). These forms are available in the Office of Human Resources at 686-5650, or the OHR website under "Current Employees/Payroll Forms and Information" at <http://uams.edu/ohr/>
2. Some local banks, and specifically our primary bank, are willing to accommodate any and all employees who have not successfully been able to establish a bank account. These local banks will offer an account for the employee to receive their funds through direct deposit at no cost to the employee. The associated bank information is available through OHR.
3. Upon initial employment, the [Authorization for Direct Deposit of Pay Form](#) must be completed. Also at any time, an employee can request a change of financial institution and/or a change in account numbers by completing the [Authorization for Direct Deposit of Pay Form](#).

Current Employees who are not enrolled in direct deposit are required to complete the [Authorization for Direct Deposit of Pay Form](#) in order to receive payments.

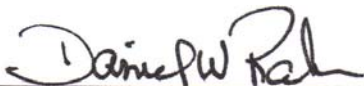
4. All employees can access pay stubs (a non-negotiable instrument showing gross pay, all deductions, and net deposited) online through the Employee Self Service portal at <https://enterprise.uams.edu/irj/portal>. Pay stubs will not be printed by the Treasury Department for distribution. Computer access is available to any employee in the Library for those wishing to view their statements through the Employee Self Service portal. Printers are also available at the Library computers with a nominal fee for printing.
5. Employees should be advised that the timeframe for availability of funds varies from one financial institution to another. They should contact their financial institution for information or complaints on this issue.
6. Employees hired on or after March 22, 2005, may request an exemption from the direct deposit requirement upon a showing of hardship to the employee requesting the exemption or upon any reasonable basis. [Employees who wish to request an exemption should submit their request to the UAMS Office of Human Resources.](#)

Employees hired prior to March 22, 2005, may opt out of the direct pay requirement by notifying HR in writing and paying a fee of \$50.00 for the additional costs of paper checks.
7. Upon termination of employment, the employee's final payment will be received by paper check which will include the final pay stub.
8. For additional information, contact the Office of Human Resources at 686-5650.

REFERENCE

[UAMS Policy 4.5.16, Employee Separation Procedure.](#)

State of Arkansas Act 1887 of the 85th General Assembly

Signature: 

Date: February 10, 2012