

## 04-07-01 Direct Deposit

### PURPOSE

The purpose of this policy is to comply with TBR policy 5.01.00.00. The direct deposit policy promotes safe, confidential, convenient and fast payments to all Nashville State Community College employees.

### POLICY/GUIDELINE

- A. All NSCC employees (full-time and part-time) (regular and temporary) are required to participate in the direct deposit program for their salaries to a financial institution of their choice.
- B. Student employees have the option to participate or not in the direct deposit program.
- C. NSCC prenotes all new or changes to existing direct deposit information to ensure all account information is correct.
- D. The preferred method of completing a direct deposit form is through MYNSCC. The form can be found under "Employee Quick Picks". If you do not have access to MYNSCC, you may obtain a form from the Payroll and Human Resources offices.
- E. Once the direct deposit authorization is received by the payroll office, it may take up to 2 pay cycles to become effective during which a "paper" check will be issued and may be picked up in the Bursar's office on payday between 8:00 a.m. and noon. After that time, paychecks will be mailed to your home address.

### SOURCES

[T.C.A. § 8-23-202](#)

### RELATED POLICIES

- NSCC 05-01-00 General Personnel Policy
- [TBR 5.01.00.00 General Personnel Policy](#)

*Approved by NSCC Cabinet 8/9/21*