

## DIRECT DEPOSIT THE PEOPLE CENTER

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### POLICY STATEMENT

Paychecks may be automatically deposited to your bank account. Arrangements for automatic deposit of paychecks may be made by completing the payment elections section in Workday under the "All About Me" section. If you have any questions please reach out to the Payroll Director.

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*The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. The People Center's policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on The People Center intranet site for the most current version. This policy does not constitute an employment contract.*

