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**Subject: Direct Deposit and *Payline***

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1. Purpose .....	1
2. Policy .....	1
3. Responsibilities .....	1
4. Procedures.....	2
5. References.....	2
6. Definitions .....	2
7. Review Periodicity and Responsibility .....	2
8. Effective Date and Approval.....	2
9. Review and Revision History.....	2

**1. Purpose**

This policy addresses the use of the latest technology available for employee pay and earnings statements. It complies with § 4-601.e.2 of the Commonwealth's Appropriation Act (Chapter 879) to mandate the use of electronic and web-based systems in order to save state resources.

**2. Policy**

Tidewater Community College requires all employees to participate in electronic direct deposit. Employees shall designate a financial institution of their preference to receive the electronic direct deposit of pay or shall direct their pay to the Commonwealth's payroll debit card (EPPI card). Any change in financial institutions must be immediately reported to the college's Payroll Department in order to avoid a disruption in pay.

Federal Work-Study students are exempt from this mandate due to 34 CFR 675.16 which specifically prohibits employers from requiring that such students participate in direct deposit.

All employees are also required to use *Payline*, the Commonwealth's electronic on-line earnings statement services. The use of *Payline* eliminates the production of the paper earnings statement received each pay period.

**3. Responsibilities**

The Vice President for Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable

policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

#### **4. Procedures**

Procedures may be accessed at [Direct Deposit – Payline Procedures](#). These procedures may also be accessed at the [Financial Services Operating Procedures Manual, section 45.010](#) on *InsideTCC*.

#### **5. References**

[DOA Payroll Bulletin dated August 14, 2008](#)

#### **6. Definitions**

**Direct Deposit** – Employee's net pay, or a fixed amount of pay, is transferred on payday to a bank account(s) chosen by the employee without the use of paper checks.

**Financial Institution** – A bank, savings bank, and a federal and/or state chartered credit union.

**Payline** – A web-based service available to all State of Virginia employees paid through the Commonwealth Integrated Personnel and Payroll System (CIPPS). *Payline* provides the employee with the means to view and print current personal earnings statements, leave, and benefits information and up to two years of historical information.

#### **7. Review Periodicity and Responsibility**

The Vice President for Finance shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

#### **8. Effective Date and Approval**

This revision of this policy is effective upon its approval by the College President on September 29, 2005 with the following implementation dates:

- October 1, 2004 for Direct Deposit and *Payline* enrollment;
- November 1, 2004 for curtailment of paper earnings statements; and
- January 1, 2006 for Adjunct Faculty.

Policy Approved:

Deborah M. DiCroce  
President

Procedure Developed:

Phyllis F. Milloy  
Vice President for Finance

#### **9. Review and Revision History**

The initial version of this policy was approved August 6, 2004.

- Revision 1

Policy revised to include wage employees in the requirement to participate in electronic direct deposit.

Approved September 29, 2005, by President Deborah M. DiCroce.