I. **INTRODUCTION** (Purpose and Intent)

   It is the intent that this Policy shall constitute authorization for the USF system to pay employees by electronic transfer of funds from the financial institution of the USF system to the designated account of the employee, pursuant to section 1010.11, Florida Statutes.

II. **STATEMENT OF POLICY**

   The Direct Deposit Program is defined as the electronic transfer of funds from the financial institution of the USF System to an employee’s designated financial accounts. Under the University’s Multiple Direct Deposit program employees can direct deposit their net pay into up to three financial institution accounts of their choice.

   As a condition of employment, all individuals appointed on or after January 1, 2004, to an established position or on a continuing Temporary appointment (excluding Federal Work Study [FWS] designations) that exceeds four (4) weeks are required to participate in the Multiple Direct Deposit Program.

   Employees must enroll in the Multiple Direct Deposit program within thirty (30) days from the first day of employment. Employees may enroll online through the self-service component in the Global Employment System (GEMS) or by completing and submitting a Direct Deposit Authorization Form to University Controller’s Office (UCO) Payroll. The [Direct Deposit Authorization Form](#) can be obtained in Human Resources, the UCO Payroll Office, or downloaded from the UCO Website, Payroll and Tax Services tab, then Payroll Forms.
The names of the authorized financial institutions and the account numbers of employees or recipients of any lawful payment from the USF System are considered confidential and exempt from the provisions of section 119.07(1), Florida Statutes.

*Current Responsible Office: Business and Finance

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer