



TITLE: Payroll and Reimbursement Direct Deposit Policy		POLICY: FIN-002-2018
EFFECTIVE DATE:	SUPERSEDES: N/A	PAGES: 1
MAYOR:  Nicola Smith		DEPARTMENT DIRECTOR:  Sonja Springer

APPLICABLE TO: All City Departments, employees and elected officials

POLICY STATEMENT:

It is the policy of the City of Lynnwood to distribute payroll and employee reimbursements in the most secure and efficient manner available.

PURPOSE:

The purpose of this policy is to establish the standard of using electronic methods to deliver funds to staff via direct deposit. This procedure protects against loss and reduces resources necessary to accomplish payroll and accounts payable distribution. All staff must participate in electronic funds receipt.

Employee payments will be directly deposited to their bank account, both for payroll purposes, and for reimbursements due to the employee. Employees without bank accounts will be accommodated with a payment card. Those reimbursements within the Petty Cash limits may be presented at City Hall for cash reimbursements when accompanied by the proper documentation.

ADMINISTRATION:

The Director of Finance (Director) is charged with the timely and accurate delivery of payroll and reimbursement disbursements to employees. The Director has the authority to delegate administration of the program to staff as needed to ensure efficient and effective administration of payroll and accounts payable.

REQUIREMENTS:

The Director is required to provide electronic methods of payroll and accounts payable delivery, and develop procedures necessary to complete disbursement processes for the City.

REQUIRED DOCUMENTATION:

Employees are required to provide information necessary for the Director to ensure accurate delivery of pay, which may include banking information or other personal information necessary to ensure electronic transfer of funds.