

RULE 10.10 – DIRECT DEPOSIT OF NET PAY

Adopted Date: 01/01/2010
Revised Date: 10/12/2017

PURPOSE

Every City and County of Denver (city) employee shall have his or her net pay directly deposited to a financial institution of his or her choice. Direct deposit is secure, convenient, and provides assurance that your net pay will be in the account of your choice on payday. Additionally, direct deposit ensures no lost checks and reduces opportunities for theft and fraud.

This rule shall be read in conjunction with the following to ensure compliance and understanding:

- [Fiscal Accountability Rule 1.2 – System of Record](#)
- [Career Service Rule 16 – Code of Conduct and Discipline](#)

DEFINITIONS

Employee – For the purpose of this rule an employee is an individual who performs work for the city and is paid through the city’s system of record.

Direct deposit – The automatic deposit, through electronic transfer of funds, of an employee’s net pay into a financial institution of his or her choice.

Financial institution – A company that deals with money (such as a bank, savings and loan, credit union, etc.) for its customers, clients, or members.

Net pay – The amount of compensation due to an employee after voluntary and involuntary taxes and deductions are withheld from the wages and compensation earned.

RULE

1. Every employee shall receive his or her net pay by direct deposit.
2. The employee will receive his or her paycheck via U.S. Postal Service until direct deposit payment elections are established and confirmed in the city’s system of record.
 - A. The city shall not initiate a request to a financial institution to stop payment on a paycheck until seven business days have passed from the pay date.
 - B. The city shall not reissue a check until the stop payment has been confirmed and finalized by the financial institution.

AUTHORITY AND ACCOUNTABILITY

The **Controller’s Office** is responsible for this fiscal accountability rule and any procedures, guides, job aids, forms, and one-page summaries associated with this rule.