



Direct Deposit Policy #1710.095

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Payroll Administration
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POLICY STATEMENT

As a condition of employment, all employees are required to authorize their paychecks to be electronically submitted to their financial institutions. Failure to comply with this requirement will result in termination of employment.

SCOPE

This policy is applicable to all employees of the University.

REASON FOR POLICY

To outline and enforce a mandated process for the disbursement of compensation.

DEFINITIONS	
TERM	DEFINITIONS
N/A	N/A

ROLES AND RESPONSIBILITIES

FIU requires that all current employees receive salary payments from the university by direct deposit. All employees should visit the HR website at: <https://hr.fiu.edu> for more information and the quick direct deposit quick reference guide.

An employee may contact the Payroll Administration Office for further assistance, contact information is below.

RELATED RESOURCES

N/A



CONTACTS

Florida International University
Division of Human Resources
Payroll Administration - PC
224 Miami, FL 33199
Telephone: 305-348-2181
email: payroll@fiu.edu

HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): June 24, 2024

Revision Dates (*updates made to document*): February 15, 2021; May 7, 2025.