



METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

Metropolitan Government of Nashville and Davidson County - Finance Dept. Policy: Direct Deposit of Payroll Checks

Effective Date: December 2003

Revision Date: September 16, 2025

Policy Number: 6.1

Sponsor: Payroll Division

Purpose

The purpose of this Policy Statement is to establish uniform guidelines across the Metropolitan Government of Nashville & Davidson County (Metro) for direct deposit of paychecks for new employees, new retirees, re-hired employees and newly promoted employees.

Definitions

Employee's Bank Account: An employee's personal checking and/or savings account at a financial institution of their choice.

Payroll Card: A prepaid debit card issued by a financial institution under contract with the Metro Government of Nashville and Davidson County.

Employee Self Service: Oracle Employee Self Service (ESS) within R12 (E-Business Suite) that allows employees to manage various HR-related tasks through a web browser, improving efficiency and reducing administrative burden. This includes updating personal information, including employee's bank account information and W-4 tax forms, and viewing pay slips.

General Policies

Participation in direct deposit is a condition of employment. All employees paid through the Oracle R12 payroll system will be required to use direct deposit to receive payroll related payments, and shall utilize ESS to access their wage/salary statements (i.e. "pay stubs").

Options for enrolling in direct deposit include:

- Personal checking/savings account at, or a prepaid debit card from, a financial institution of the employee's choice; or,
- A prepaid debit card ("Payroll card") issued by a financial institution under contract with Metro.

To comply with the Direct Deposit Policy, employees must complete a Metro Government Payroll Direct Deposit Authorization form for 100% of net pay. This form is available from the Payroll Office.

An employee may set up multiple accounts at the same or different financial institutions for receipt of direct deposits but is required to receive 100% of his or her net pay through direct deposit. In certain cases the initial pay for a new employee may be provided by paper check to allow for sufficient time to process direct deposit information with the participating financial institution. Under no circumstance should employees, hired after the effective date of this policy revision, have more than two accounts for which they receive their net pay.

This policy statement applies to employees of all agencies and departments whose probable length of employment is 30 days or greater.

Exceptions to this Policy



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Exception to this policy is automatically granted to employees working for less than 30 days and final wage payments to beneficiaries of deceased active employees.

Additional exceptions may be granted in extraneous situations, and these exceptions will be considered on a case-by-case basis.

Requests for exceptions should be submitted to the Assistant Finance Director/Payroll Supervisor who will make a recommendation to the Director of Finance concerning the reasonableness of the exception request.

The Director of Finance shall have the final authority in approving/disapproving all exception requests. The Payroll Office will provide the exception request form upon request.

Requests that merely state a preference for receiving a paper check will not be approved.

If an employee has a banking account that may have been compromised, the employee should work with the financial institution to change his or her banking accounts. After resolution with the financial institution, the employee should contact the Payroll Office to re-establish their direct deposit information.

Employees granted an exception from participating in direct deposit will receive a paper check. All paper checks will be mailed via the United States Postal Service. Metro Government assumes no responsibility for any delay in receiving a paper check through the postal service. Should a paper check need be reissued due to a lost check, the employee may have to wait up to seven business days before a replacement check will be issued.

Applicable Local, State or Federal Regulations

Metro. Charter § 8.103: The director of finance shall be responsible to the mayor for the administration of the financial affairs of the metropolitan government.

Metro. Charter art. 8, § 8.104: The budget officer, with the advice and assistance of the chief accountant, shall write, revise and maintain a proper standard procedure instruction manual to be followed by all officers, departments, boards and other agencies of the government to ensure uniform accounting and budgetary procedures.

Metro. Charter art. 8, § 8.105: The chief accountant shall maintain a general accounting system and such cost accounting records as shall be required by the director of finance.

Metro Code § 2.24.090: In the department of finance, division of accounts, a payroll section is created, headed by a payroll supervisor, who shall be responsible for the preparation of the metropolitan government payrolls and the issuance of all payroll checks.

Associated Policies

None.

Effective Date

This Policy Statement shall become effective upon issuance and shall be applied to all Metro agencies and departments.

Approvals

Approval of the Director of Finance

I hereby approve this Policy Statement of the Department of Finance and as such agree with and authorize the



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actions necessary to implement its requirements.

Jenneen Reed

Director of Finance

Date: September 16, 2025