


Grant County Personnel Policy

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| DATE ISSUED: 10/12/2016 | EFFECTIVE DATE: 10/12/16 |
| APPROVED:  Cindy Carter, Chair, Board of County Commissioners | 10-10-16 Date Signed |
| LAST REVISED: 06/30/2016 | CONTACT: Human Resources |

910 – Automatic Deposit

910.1 Grant County offers automatic deposit of an employee’s paycheck into the account(s) of his/her choice at various financial institutions with branches located in Ephrata or Moses Lake, Washington. Please contact the Accounting department for a list of participating financial institutions. Funds are normally deposited to the employee’s account on payday.

910.2 Certain circumstances may warrant temporary or permanent loss of automatic deposit benefits. Employees will be informed on a case-by-case basis if this becomes necessary.

910.3 Employees should contact Payroll for a list of participating financial institutions, enrollment forms and for details on automatic deposit requirements and benefits offered. Employees may elect to take advantage of automatic deposit at any time during their tenure with the County.

910.4 Direct deposit forms are available on the County’s intranet under “Misc. Forms and Documents”