

**City of Rockville, Minnesota
Resolution 2016-05**

Direct Deposit Policy

WHEREAS, The Rockville City Council authorized the establishment of a direct deposit process for payroll on February 17th, 2016; and

WHEREAS, The provision of direct deposit options has provided a benefit for city employees in that their funds are directly deposited into one or more accounts without the need for paper checks to be issued; and

WHEREAS; The use of direct deposit reduces the number of instances of lost or stolen paper checks needing to have stops put on them at the bank and replacement checks being issued; and

WHEREAS; The City's auditors and finance director have noted that having two separate payroll processes where direct deposits and paper checks are both generated during the payroll cycle is an inefficient use of the finance director's limited time and could lend itself to payroll errors; and

WHEREAS; The City Council seeks to reduce the chance of payroll errors and continue to find ways to add additional efficiencies to the municipal organization:

THEREFORE; The Rockville City Council hereby establishes that by the last pay period of March, 2016 all persons receiving payments through the City's payroll system shall enroll themselves in the established payroll direct deposit system and that the use of paper payroll checks shall be phased out at that time.

Adoption by the City Council of the City of Rockville on this 17th day of February, 2016

Jeff Hagen, Mayor

ATTEST:

Martin M. Bode, City Administrator