
DIRECT DEPOSIT OF PAYCHECKS

HSWC, Inc. encourages all staff members to have paychecks directly deposited into a checking or savings account. At orientation, each staff member will have the opportunity to complete a “Direct Deposit Authorization Form”.

Payroll deposits are made on Friday, following the end of the pay period. Availability of funds depends on the individual policy of the bank involved. Staff members should check with their bank to determine availability.

*Approved by BOD 05/24/2001
Approved by Policy Council 04/11/2001*