

POLICY TITLE: Direct Deposit of Payroll/Expense Reimbursements

ADOPTION/LAST REVISION: 07/09/1996; Revised 04/21/2022; 08/28/2025

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

**POLICY:**

It is the policy of the City of Marshfield that all individuals receiving pay/expense reimbursements are required to have their payroll/expense reimbursements deposited directly into any financial institution of their choice offering direct deposit services.

**PROCEDURE:**

Individuals can utilize up to three accounts for their payroll/expense reimbursement deposits. If in the future fees are charged to the City, the number of accounts may be reduced and limited to one.

Direct deposit information will be collected electronically as part of the onboarding process through the City of Marshfield's Employee Self-Service portal (ESS). Individuals are responsible for entering the correct banking information from their financial institution of choice and confirming receipt of payroll/expense reimbursement into their designated account(s). The City of Marshfield is not responsible for any loss due to inaccurate information provided by the individual or failure of the individual to confirm deposit of funds. Additionally, the City of Marshfield is not responsible for loss due to the actions or inactions of the individual's financial institution(s).

At any time, individuals can log into their ESS portal and make changes to their direct deposit information. These changes may or may not take effect in time for the next direct deposit. Individuals are advised to contact the Finance Department or Human Resources with any questions or concerns regarding timing of deposits or assistance with the ESS portal.

Waiver requests by individuals must be made in writing and will be considered by the Finance Director.

The Finance Director has discretion and authority to approve waiver requests with sufficient justification. Appeal of Finance Director decisions on waiver requests can be made to the City Administrator for a final decision.

Employees will be paid bi-weekly, on Fridays, or at the discretion of the Finance Director when appropriate, unless otherwise required by law. Any other individuals receiving payroll/expense reimbursement deposits will be issued deposits in a timely manner, as determined by the Finance Department

Reference: City Policy 3.578