



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

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CHAPTER: Employee Benefits

SUBJECT: Direct Deposit of Payroll/Expense Reimbursements

POLICY NUMBER: 3.578

PAGES: 1

EFFECTIVE DATE: January 1, 1990

REVISION DATE: December 17, 2013

**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 this service.

**PROCEDURE:**

Individuals can utilize up to three accounts, if in the future fees are charged to the City, the number of accounts will be reduced and limited to one.

Signed written forms from individuals authorizing the City of Marshfield to directly deposit payroll/expense reimbursements must be on file in the Finance Department. The appropriate forms will be maintained by the Finance Department.

Waiver requests by individuals 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.

All employees shall be paid bi-weekly, on Friday, or at the discretion of the Finance Director when appropriate, unless otherwise required by law.