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Payroll Direct Deposit Policy

Please note that employees should establish a Direct Deposit by providing banking information according to the *Wogan Group Handbook*.

After the first paper check, there will be a per pay period payroll deduction for any employee who has not yet established and provided Direct Deposit banking information. Due to the costly turnaround of physical payroll checks, Wogan Group will no longer cover that cost that cost. Therefore, if you wish to receive a physical check, each physical paycheck will reflect a \$40 deduction to assist with the associated processing and overnight fees.

There are only 2 exceptions to this policy:

- Adding your initial direct deposit information during the New Hire Onboarding process resulting in a direct deposit “prenote” and physical check.
 - A “prenote,” or test transaction is used by a banking institution to make sure the provided account information is valid. Before setting up a transfer a “prenote” is required in order to make sure your payroll funds go to the correct account, resulting in a physical check.
- Updating your direct deposit information resulting in a physical check during the direct deposit “prenote” of your newly entered bank account number into Paylocity.

It is recommended that you utilize the classic Direct Deposit option by providing your banking institution account details. However, you may also use a non-bank related Direct Deposit option such as one of the examples listed below:

- www.walmartmoneycard.com
- www.solefinancial.com
- www.greendot.com

Should you need more time in establishing a direct deposit or need special arrangements please email payroll@wogangroup.com.

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