

**BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form**

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	02/28/23	Meeting Date:	03/06/23
Contact Information:			
Requested by:	Jayne Rhoades		
On Behalf of Organization or Individual:			
Telephone:	317.736.3609		
Email address:	jrhoades@franklin.in.gov		
Mailing Address:	70 E Monroe		
Describe Request:			
Mandatory Direct Deposit of Pay - Notice for All Employees			
List Supporting Documentation Provided:			
Notice			
Who will present the request?			
Name:	Jayne Rhoades	Telephone:	317.736.3609

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

IMPORTANT NOTICE – ALL EMPLOYEES

Mandatory Direct Deposit of Pay

Effective April 3, 2023, the City of Franklin is requiring all employees who have received their compensation previously through a paycheck to convert to direct deposit. Paper paychecks will no longer be issued.

If you do not currently receive your pay by direct deposit, you must:

- Complete a direct deposit form and submit it to Payroll Office with a voided bank or credit union check **no later than Monday April 3, 2023**. The direct deposit form is attached to this email and a copy may be obtained from the Clerk Treasurer's Office during business hours. The direct deposit form must be completed to avoid a delay in payments issued on or after the implementation date.

Advantages of Direct Deposit of Pay

The State Board of Accounts has strongly encouraged the City of Franklin to utilize Direct Deposit for all employees for many reasons:

- It provides assurance that your pay will be in your bank account as of the bank opening on payday even if severe weather such as a snowstorm or other circumstances prevent you from picking up your paycheck.
- Individuals on direct deposit do not have to make a physical trip to the bank to deposit on payday.
- Direct deposit is secure, convenient, and fast.
- With direct deposit, there are no lost checks.
- Direct deposit also improves internal controls by eliminating the handling of negotiable checks and increasing efficiency by not having to perform the check-signing process.

Banking Services

Your pay will be deposited directly into the bank or credit union account that you select. If you do not presently have a checking or savings account, there are several local banks for you to choose from. There are also several reloadable card options online to choose from as well.

Contact Information

You must make your determination of a bank/financial institution to which we will direct your pay issued through the Payroll Office. If you change banks, you can always change your direct deposit by completing a new form. If you have any questions, please contact Michelle Murray in the Payroll Office at 317-346-1165.