



DATE: June 21, 2013
TO: All Fiscal Officers
FROM: Alan Skelton, State Accounting Officer *TAS*
RE: Mandatory Direct Deposit Policy Update

The Mandatory Direct Deposit policy was originally released in May 2010 and was intended to maximize the utilization of electronic payments and to minimize the number of paper checks issued by the State. As part of that policy all paper checks were mailed by SAO on payday as an incentive for employees to convert to direct deposit.

The State now processes more than 96% of all payroll transactions as direct deposit. As a result of this success and assuming the direct deposit percentage does not decrease, changes are being made to the Paper Check Process which we believe the agencies will welcome. All other requirements outlined in the policy remain unchanged.

What Changes Are Being Made to the Paper Check Process and When?

Effective July 1, 2013, SAO will no longer handle the Paper Check Process. Agencies will now be responsible for the distribution and/or mailing of all paper checks processed through the system. As a reminder, employees are not allowed to receive their checks prior to payday.

Please refer to the revised Direct Deposit policy for further reference.

Questions?

Questions concerning direct deposit may be addressed to Ivy Ferris at iferris@sao.ga.gov or Monique Simmons at mmsimmons@sao.ga.gov.