



## Statewide Business Process Policy & Procedure

**Business Process Reference:**

Section: Payroll  
Title: Direct Deposit

**Effective Date:** 05/01/2010

**Revision Date:** 03/17/2025

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**Background:**

This policy is intended to ensure payments are made in the most efficient, effective, and least costly manner. Specifically, this policy maximizes the utilization of electronic payments, such as direct deposit, and minimizes the number of paper checks issued by the State, thereby obtaining efficiencies and providing employees with a reliable manner of receiving their pay.

**Business Policy Summary:**

It is the policy of the State of Georgia that all employees paid by the central payroll software system (currently TeamWorks HCM), administered by the State Accounting Office (SAO) should use direct deposit to receive payroll related payments, and the employee will select the financial institution(s) of their choice to accommodate the receipt of the direct deposit payments.

**Business Process Policy and Requirements:**

Management in every State organization is responsible to ensure effective internal controls are in place to ensure policy requirements are being followed, in order to pay employees efficiently and reliably.

All newly hired or rehired employees should enroll in direct deposit within three days of hire or rehire and remain enrolled in direct deposit for the tenure of employment, unless an exemption has been approved. The employee will log into employee self-service (ESS) in the payroll software system, and carefully enter their financial institution, including bank account information. Prior to enrolling in direct deposit, a newly hired or rehired employee is only to be paid by paper check. Payments are not allowed to be made by payroll/prepaid cards, cash, etc.

***Exemption Process***

Exemptions relating to the direct deposit, may only be granted for specific reasons, such as unable to acquire an account at a financial institution or other specific situation that has been deemed due to be an extreme hardship. An employee requesting an exemption from direct deposit would complete a "Direct Deposit Personal Exemption Request Form" (see Attachment I). The employee must provide appropriate supporting documentation explaining their inability to acquire an account at a financial institution or their hardship (note: personal preference is not considered an extreme hardship).

All direct deposit exemptions are to be approved by the State organization head (i.e., Agency Head, Commissioner, etc.), or their designee (preferably the State organization's Human Resource lead). This exemption should be approved for only the minimum time frame needed by the employee. Also, for any approved exemptions, the request form along with supporting documentation, should be completed on annual basis (to verify the exemptions are still valid).

The State Accounting Officer may also allow a business exemption from participating in direct deposit to accommodate the State's payroll processing special business needs, such as payment cancellations and re-issues, limited employment period, etc.

For those employees who are granted an exemption only paper checks are to be issued as the form of payment.

***Paper Check Process***

All paper checks will be mailed or distributed by the employing State organization, or their authorized designee, on the employee's designated payday. The paper checks will be dated the date of the employee's pay date, and no post dated paper checks will be mailed prior to the designated payday. Any employee receiving their pay by paper check will be required to maintain a valid mailing address in the system, and mailing addresses can be updated any time by logging into the ESS feature of the payroll system.

Also, the State assumes no responsibility for the delay or loss of a paper check via the United States mail or its equivalent. Should a paper check have to be reissued due to being lost or stolen, the employee may have to wait up to seven days before a replacement check can be issued and mailed.

**Monitoring:**

Organization management is responsible to ensure employees are following the requirements of this policy, by monitoring direct deposit enrollment. Specifically, queries should be run in the payroll software system in conjunction with payroll reports.

**Authority:**

- Official Code of Georgia Annotated (O.C.G.A.) 50-5B-3 – Duties of the state accounting officer include:
  - Prescribing state-wide accounting policies, procedures, and practices;
  - Prescribing the manner in which disbursements shall be made by state government organizations;
  - Developing processes and systems to improve accountability and enhance efficiency for disbursement of funds and management of accounts payable;
  - Determining the proper classification for accounting and reporting purposes of all assets, liabilities, revenues, expenditures, fund balances, funds, and accounts in compliance with legal requirements and generally accepted accounting principles

and prescribe a uniform classification of accounts and other accounting identifiers which shall be used by all state organizations.

- O.C.G.A. 50-5B-4(b) – Duties of the state agencies with respect to SAO.
  - All organizations of state government and all officers, agents, and employees thereof shall conform to and comply with the rules, regulations, policies, procedures, and forms devised, promulgated, and installed by the state accounting officer.

**Applicability:**

This business process applies to all to all State organizations using, and all employees paid by, the central payroll software system administered by the SAO. The term 'organization of state government' shall mean, without limitation, any agency, authority, department, institution, board, bureau, commission, committee, office, or instrumentality of the State of Georgia. Such term shall not include any entity of local government, including, but not limited to, a county, municipality, consolidated government, board of education, or local authority, or an instrumentality of any such entity. At these reporting organizations, all personnel with applicable responsibilities should be knowledgeable of this policy.

**Forms and Attachments:**

Attachment I: Direct Deposit Personal Exemption Request Form

# Attachment I: Direct Deposit Personal Exemption Request Form

## Employee Information

Last	First	M	
Street Address	City	State	Zip Code
Job Title	Employee ID		
Organization/ Department	Business Unit		
Employee's Email Address	Work Phone		

**Policy** It is the policy of the State of Georgia that all employees paid by the payroll software system (system) administered by the State Accounting Office (SAO) should use direct deposit to receive payroll related payments. For further details on this, refer to the SAO Business Process Policy – *Direct Deposit*. Note: Exemption approvals should be evaluated on an annual basis and should be maintained centrally at the State organization.

**Personal Exemption Request** *(To be completed by employee requesting to be exempted from the requirement that they enroll in direct deposit)*

I request that I be paid by paper check for the following reason (check one):

- I currently do not have an account at an eligible financial institution and am unable to obtain an account. *Attach appropriate supporting documentation.*
- I have a specific extreme hardship. Attach appropriate supporting documentation.

**Employee Acknowledgements** All paper checks will be mailed or distributed by the employing State organization, or their authorized designee, on the employee's designated payday. The paper checks will be dated the date of the employee's pay date, and no post-dated paper checks will be mailed prior to the designated payday. Any employee receiving their pay by paper check will be required to maintain a valid mailing address in the system, and mailing addresses can be updated any time by logging into the ESS feature of the payroll system. An employee may enroll in direct deposit, at any time, should circumstances change.

The State assumes no responsibility for the delay or loss of a paper check via the United States mail or its equivalent. Should a paper check have to be reissued due to being lost or stolen, the employee may have to wait up to seven days before a replacement check can be issued and mailed.

By signing below, I acknowledge having been provided a copy of the referenced direct deposit policy requiring, acknowledge the risks associated with paper checks, and hereby submit my request for exemption for the reason stated above.

\_\_\_\_\_  
Printed Name and Signature of Employee

\_\_\_\_\_  
Date

**Approval** *State Organization head (i.e., Agency Head, Commissioner, etc.), or their designee (preferably the State Organization's Human Resource lead)*

\_\_\_\_\_  
Signature Printed Name and Title of Approver

\_\_\_\_\_  
Date

*Revised January 2025*