



DATE: April 8, 2010

TO: All Employees

FROM: Greg S. Griffin, State Accounting Officer ^{GS}
Steve Stevenson, Commissioner, State Personnel Administration ^{RSS}

RE: Mandatory Direct Deposit Policy

The majority of employees working for an agency who are paid by the PeopleSoft HCM central payroll system (system) administered by the State Accounting Office (SAO) are paid electronically by direct deposit. This benefit has been offered to state employees for many years. However, not all agencies and not all categories of employees have either been required to participate in direct deposit, or have been given the opportunity to do so. For purposes of this policy, there are two categories of employees: those newly employed on or after May 1, 2010 and those employed prior to May 1, 2010.

What Employees Are Impacted and When?

Effective May 1, 2010, the State Accounting Office will require all employees paid through the system, unless exempted by the policy, to be paid by direct deposit. **All employees who are not already enrolled in direct deposit are required to enroll** by logging into the Employee Self Service (ESS) feature of the system to complete the appropriate direct deposit information by June 1, 2010.

How Does An Employee Request An Exemption?

If a new hire, rehire, or current employee is unable to secure a bank account at an eligible financial institution, or if he/she believes enrollment in direct deposit will result in extreme hardship, the employee may request an exemption using the exemption request form. **Exemptions will only be granted at the discretion of the State Accounting Officer based on evidence provided by the employee.** Personal preference is not considered a hardship. If an employee desires to submit a "Direct Deposit Personal Exemption Request Form," it should be submitted to SAO within 30 days of hire or rehire. Existing employees should submit the exemption form as soon as possible, but no later than June 1, 2010. SAO will respond to all exemption forms within 15 business days of receipt.

What Are Changes to the Paper Check Process and When?

Please note that **beginning July 1, 2010** all paper checks will be mailed directly to employees from SAO instead of being delivered to each individual agency for distribution. **Checks will be mailed on payday, as outlined in the policy.** Any employee receiving his/her pay by paper check shall be required to maintain a valid mailing address in the system. Mailing addresses can be updated any time by logging into the ESS feature of the system. The mailing of checks on payday will apply to all types of exemptions. Employees submitting an exemption request should be aware of the consequences and risks associated with the mailing of paper checks.

What Do Employees Need To Do?

Employees are encouraged to talk with their agency's Payroll Office to learn more about the benefits of direct deposit. Employees are also encouraged to review the direct deposit policy, forms, and "Frequently Asked Questions" found on SAO's website at the following location: [State Accounting Office Accounting Manual - Direct Deposit](#).

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