

Title 1—OFFICE OF ADMINISTRATION
Division 10—Commissioner of Administration
Chapter 8—Direct Deposit of Payroll Requirements

1 CSR 10-8.010 Direct Deposit of Payroll Requirements. The commissioner is amending sections (1)-(4) and adding a new section (6).

RULE PURPOSE: This amendment updates the rule to reflect that the Office of Administration will no longer provide banking options for state employees through state contracts and employees will no longer be limited to pay card options selected by the Office of Administration. The amendment also removes references to an outdated form.

(1) [Effective January 1, 2008, a] All employees *[that]* **who** are expected to be employed for longer than three (3) months *[will]* **shall** participate in the state Payroll Direct Deposit program as a condition of employment **except as otherwise authorized herein**. Employees are allowed to select the financial institution that will receive the direct deposit. Departments may temporarily or permanently waive application of this section for individuals or classes of individuals with approval from the commissioner of administration or his **or her** designee.

(2) Employees will complete a Payroll **and Employee Reimbursement** Direct Deposit application form *[(MO 300-1269N)]* to participate. The completed application authorizes the Office of Administration to deposit (credit) the employee's net pay into a designated checking or savings account. It also authorizes an employee's account to be debited only when an error has occurred in a payment to the employee. The Payroll **and Employee Reimbursement** Direct Deposit form *[(MO 300-1269N) (11-02)]* which has been incorporated by reference is maintained by the Missouri Office of Administration, PO Box 809, Jefferson City, MO 65102. This form does not include any amendments or additions *[to the form.]* The form is available at the Office of Administration or online at *[http://www.mo.gov/mo/samii/hr/hrp&p/ddapp.pdf]* **https://oa.mo.gov/accounting/state-employees/direct-deposit** or by mailing a written request to the Missouri Office of Administration, PO Box 809, Jefferson City, MO 65102.

(3) *[Departments forward the Payroll Direct Deposit application forms to the]* **State agency payroll offices shall forward the completed application to the Office of Administration's** Division of Accounting *[as the information is received in the agency payroll office]*. Payroll Direct Deposit of the employee's net pay will begin the pay cycle following the acceptance of a properly completed application *[form]* and the successful processing of a test transaction through the banking system.

(4) If an employee does not have a checking or savings account, *[the state has made available through banking contracts, choices of banks that will assist in setting up an account. If the employee chooses not to open a checking or savings account,]* **the employee may complete the required application using a pay[roll] card account** *[may be]* selected *[upon approval]* by the *[Office of Administration]* **employee, provided that the pay card vendor must accept both debits and credits as determined by the Office of Administration. The employee is responsible for establishing his or her own pay card account.** Agencies will follow the policies established by the commissioner of administration.

(5) The state will conduct Payroll Direct Deposit through the automated clearing house system, utilizing an originating depository financial institution. The rules of the National Automated Clearing House Association and its member local Automated Clearing House Associations apply, as limited or modified by law.

(6) State employee pay cards are “accounts in financial institutions” as that phrase is used in section 33.155, RSMo.

AUTHORITY: section 33.155, RSMo 2016. Emergency rule filed July 17, 1990, effective Aug. 28, 1990, expired Dec. 24, 1990. Original rule filed July 17, 1990, effective Dec. 31, 1990. Amended: Filed Nov. 17, 1997, effective July 1, 1998. Amended: Filed June 16, 2005, effective Dec. 30, 2005. Amended: Filed May 14, 2007, effective Nov. 30, 2007. Amended: Filed Oct. 3, 2018, effective May 30, 2019. Amended: Filed February 6, 2023.*

PUBLIC COST: This proposed amendment will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the time the emergency is effective.

PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the time the emergency is effective.

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Office of Administration, P.O. Box 809, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*