



# OFFICE OF ADMINISTRATION

## ADMINISTRATIVE POLICY

POLICY TITLE: <b>Direct Deposit</b>	AUTHORIZED BY: <b>Larry W. Schepker</b> Commissioner
POLICY : <b>B-28</b>	PAGE: <b>1 of 1</b>
ISSUED: <b>August 1, 1990</b>	REVISED: <b>September 11, 2008</b>

### **I. General Statement**

Direct Deposit electronically transfers net earnings and expense reimbursements into an employee's checking or savings account at the financial institution designated by the employee. Direct deposit is an employee benefit for use on a continuous basis. A paycard option is available for those who do not have a banking account. The Office of Administration ("OA") requires employees to utilize direct deposit as a cost savings application.

### **II. Guidelines**

- A. Beginning August 1, 2006, all permanent OA employees shall use direct deposit for payroll and expense reimbursements. As of August 1, 2006, all temporary OA employees shall use direct deposit for payroll and expense reimbursements if the duration of their employment is anticipated to be greater than three months. Mandatory direct deposit may be waived by the Commissioner of Administration only if application of this policy causes a hardship upon an employee, as defined in 1 C.S.R. 10-8.010(A-H)
- B. An employee must complete a Payroll Direct Deposit Application form. Once completed, the form shall be submitted to OA Human Resources for processing. Direct deposit of payroll and expense reimbursements will begin approximately 15-31 days after receipt of a properly completed application. If the employee does not have a bank account available for direct deposit of payroll, then a paycard will be issued to the employee. Payroll representatives will be provided paycard information from two banking institutions that have contracted with the State Treasurer's Office. An employee has the choice of one of the banking institutions. Other paycards are subject to approval from the Division of Accounting.
- C. Direct Deposit continues indefinitely for OA employees once enrolled. However, for unusual circumstances only, OA reserves the right to cancel direct deposit for an employee at any time.
- D. If an employee needs to temporarily stop direct deposit (e.g., change of financial institutions, etc.) the employee shall take all reasonable steps to re-establish direct deposit within two pay cycles.
- E. Direct deposit of payroll and expense reimbursements is a condition of employment and continued employment. Failure of an employee to take reasonable steps to comply with this policy shall be deemed employee misconduct and will lead to disciplinary action as outlined in OA's Discipline Policy B-17, which may include dismissal.