



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: Direct Deposit	AUTHORIZED BY: Kenneth J. Zellers Commissioner
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ISSUED: November 19, 2007	REVISED: October 11, 2023

I. Policy

- A. All State of Missouri executive agency employees are required to use direct deposit or a pay card to receive their pay and any reimbursements unless their employment duration is not expected to exceed three months. This requirement may be waived if the Commissioner of Administration or his/her designee grants an exception.
- B. Upon employment, an employee must complete the most recent version of the Payroll and Employee Reimbursement Direct Deposit Application available at <http://oa.mo.gov/accounting> . Once completed, the employee must submit the application to the agency's Human Resources Office for processing. If the employee does not have a bank account, the employee may choose to be paid through a pay card. All pay cards are subject to approval by the Office of Administration's Division of Accounting.
- C. Direct deposit into a bank account or pay card will begin after a properly completed application is received and a test transaction has been successfully processed. It is the employee's sole responsibility to provide direct deposit or pay card enrollment information to their employing agency.
- D. Direct deposit or a pay card will continue indefinitely for employees once enrolled. A request for an exception must be made in writing from the agency director to the director of the Office of Administration's Division of Accounting. The request must state the reasons for requesting an exception and whether it is intended to be permanent or for a specific period of time. The director will review the request and recommend to the Commissioner of Administration whether to grant the exception.
- E. 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.
- F. Use of direct deposit for payroll and expense reimbursements is a condition of employment with the State of Missouri for all executive agency employees. Failure of an executive agency employee to take reasonable steps to comply with this policy shall be deemed misconduct and will lead to disciplinary action according to the agency's discipline policy, which may include dismissal.