



# STATE OF MISSOURI ADMINISTRATIVE POLICY

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| POLICY TITLE:<br><b>Direct Deposit</b> | AUTHORIZED BY:<br><b>Michael N. Keathley<br/>Commissioner</b> |
| POLICY : <b>SP-14</b>                  | PAGE: <b>1 of 2</b>   |
| ISSUED: <b>November 19, 2007</b>       | REVISED:  |

## **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 easier, faster and safer for employees. A paycard option is available for those who do not have a banking account. Beginning January 1, 2008, executive agencies of the State of Missouri shall require all employees to use direct deposit or a paycard.

## **II. Guidelines**

- A. As of January 1, 2008, direct deposit or use of a paycard is mandatory for all permanent State of Missouri executive agency employees. All temporary executive agency employees are required to use direct deposit or a paycard if their employment duration is anticipated to be greater than three months. This policy does not apply to offices of the legislature, judiciary, or elected officials. This requirement may be waived as exceptions are granted by the Commissioner of Administration or his/her designee.
- B. An employee must complete a Payroll and Employee Reimbursement Direct Deposit Application form upon employment or if not currently enrolled. Once completed, the employee must submit the application to the Department's Human Resources Office for processing. 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 into a bank account or paycard will begin approximately 15 to 31 days after a properly completed application form is received.
- D. Direct deposit or paycard will continue indefinitely for employees once enrolled. The Commissioner of Administration reserves the right in unusual circumstances to cancel an employee's enrollment in the program at any time. A request for an exception must be made in writing from the agency director to the Director 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 of Accounting will review the request and recommend to the Commissioner of Administration whether or not to grant the exception.



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- 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 or paycard for payroll and expense reimbursements is a condition of employment and continued 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.