

# Procedure: 4.9.8p. (III.U.2)

## Direct Deposit of Pay

**Revised:** November 15, 2016, July 13, 2010

**Last Reviewed:** November 15, 2016

**Adopted:** July 13, 2010



### I. PURPOSE:

All full- and part-time Technical College System of Georgia (TCSG) employees hired on or after May 1, 2010 shall be required, as a condition of employment, to use direct deposit to receive all payroll related payments unless specifically exempted by the State Accounting Officer. At the discretion of the TCSG System Office or employing technical college, all such employees may also be required to have all other reimbursements (e.g., travel) directly deposited.

All employees hired prior to May 1, 2010 are subject to the same mandate; however, any employee who fails to adhere to the directive will continue to receive a paper check for associated wages. In these instances, pay delivery will be delayed as described in Paragraph V. B. 6. At the discretion of the TCSG System Office or employing technical college, these employees may be also required to have all other reimbursements (e.g., travel) directly deposited.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board  
O.C.G.A. § 20-4-14 – TCSG Powers and Duties

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS:

**Direct Deposit:** The automatic deposit of net salary, hourly wages, or travel reimbursements to an employee's individual bank or financial institution account by electronic means.

**Off-Cycle Check:** A check for wages generated at any point in the calendar month other than an established pay day.

**Immediate Supervisor:** A supervisor who establishes performance expectations, coaches, develops, and assesses the performance of a subordinate employee.

**Paycheck:** A check for net pay and a statement indicating the amount of gross pay, authorized deductions, and, if applicable, leave balances.

**Reviewing Manager:** A manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

**Terminal Leave Pay:** Payment for accrued, but unused, Annual Leave upon an employee's separation from employment with the System Office or technical college. Terminal Leave Pay is not generated in response to an employee's transfer to another Executive Branch agency or to another technical college associated with the Technical College System of Georgia.

**Other Reimbursement:** Expenses (i.e., meals, lodging, mileage, transportation, and miscellaneous expenses) reimbursed consistent with the Statewide Travel Regulations developed by the Office of Planning and Budget and State Accounting Office Regulations and, as applicable, technical college procedures/processes.

**V. ATTACHMENTS:**

- Attachment: 4.9.8p.a1. Direct Deposit Authorization Agreement (Technical College)
- Attachment: 4.9.8p.a2. Direct Deposit Authorization Agreement (System Office)
- Attachment: 4.9.8p.a3. Direct Deposit Notification Form (Technical College)
- Attachment: 4.9.8p.a4. Direct Deposit Notification Form (System Office)
- Attachment: 4.9.8p.a5. Direct Deposit Personal Exemption Request Form (Technical College)
- Attachment: 4.9.8p.a6. Direct Deposit Personal Exemption Request Form (System Office)

**VI. PROCEDURE:**

**A. Participation:**

1. All individuals newly hired or rehired on or after May 1, 2010 in a salaried or hourly-paid position shall, as a condition of employment, complete the appropriate Direct Deposit Notification Form and must enroll in direct deposit within thirty (30) calendar days from the effective date of his/her appointment.

A new or rehired employee has an opportunity to request an exemption using the process outlined in paragraph V.B.; however, if he/she fails to meet the above referenced standards or maintain participation in direct deposit throughout the duration of his/her employment, he/she shall be subject to disciplinary action up to and including dismissal.

2. Employees hired prior to May 1, 2010 and not currently participating in the direct deposit program should enroll or request an exemption. Employees who fail to do so will continue to receive a paper check.
3. To initially enroll in direct deposit, an employee must complete a Direct Deposit Authorization Agreement.
4. No mandatory annual leave balance shall be established to govern an employee's initial or continued participation in the direct deposit program.
5. Based on a recommendation of an employee's immediate supervisor or reviewing manager, the System Office or technical college's Office of Human Resources may temporarily discontinue an employee's participation in the direct deposit program if the salaried employee has a low leave balance and is likely to be placed in a Leave Without Pay status for one or more scheduled work days during an established pay period due to previous or scheduled, authorized or unauthorized absence(s). All

paper check(s) generated as a result of this action shall be processed consistent with State Accounting Office guidelines referenced in Paragraph V.B.6.

## **B. Personal Exemption Requests**

1. An individual/employee desiring to be exempt from the direct deposit mandate must submit a Direct Deposit Personal Exemption Request Form to the State Accounting Office by facsimile (770-359-5944) or e-mail (stateaccountingoffice@sao.ga.gov). A copy of the Request Form should be provided to the System Office/Technical College Office of Human Resources.
2. All newly hired or rehired employees must submit appropriate attachment within thirty (30) calendar days of the date of his/her appointment.
3. If an employee's justification for requesting an exemption is that he/she is unable to obtain a bank account, the employee must submit a letter or other documentation from a financial institution supporting this contention with the completed Direct Deposit Personal Exemption Request Form.
4. If the basis for an employee's exemption request is an extreme hardship, a letter to the State Accounting Officer should accompany the completed Direct Deposit Personal Exemption Request Form. NOTE: Neither personal preference; concerns regarding any costs associated with establishing and/or maintaining a bank account; or, a desire to withhold compensation-related information from a spouse or other joint accountholder, will constitute an extreme hardship for purposes of receiving an exemption.
5. The State Accounting Officer shall make a decision on the appropriateness of an exemption request no later than fifteen (15) business days following receipt of the Direct Deposit Personal Exemption Request Form. The State Accounting Officer shall correspond directly with the employee via electronic mail regarding his/her decision.
6. Upon receipt and as outlined in the State Accounting Officer's e-mail, the employee should provide a copy of the e-mail to his/her Office of Human Resources.
7. As referenced in Paragraph V.A.2., an employee granted an exemption will receive a paper check which will be mailed to his/her home mailing address by the System Office, or employing technical college. The check will be dated and disbursed on each scheduled System Office/technical college pay day. NOTE: It is an employee's responsibility to ensure that his/her mailing address in the Employee Self Service Module is accurate.
8. The State Accounting Office, System Office, and employing technical college assume no responsibility for any delay associated with an employee receiving his/her paycheck via the United States Postal Service or its equivalent. NOTE: If a paycheck is lost in the mail, an employee may have to wait up to seven (7) business days before a replacement check can be issued and mailed.

## **C. Business Exemption Requests**

1. The State Accounting Officer may authorize a business exemption for a given employee or category of employees to accommodate the special business needs of an organization's payroll processing activities (e.g., payment cancellations and re-writes, limited employment period of affected employees, a given category of employees not eligible for direct deposit, etc.).
2. A request for a business exemption may be initiated by the System Office for one or more employees or on behalf of all technical colleges for a given category of employees. A technical college may submit a request on behalf of one or more employees. Justification for the business exemption should comply with applicable State Accounting Office guidelines referenced in Paragraph V. C. 1.
3. A Business Exemption Request should be submitted to the State Accounting Office for consideration via e-mail to the following e-mail address:  
[stateaccountingoffice@sao.ga.gov](mailto:stateaccountingoffice@sao.ga.gov).
4. The e-mail should contain the basis for the request as well as the name of each employee to be exempted as well as his/her employee ID#, and mail drop ID#.
5. The State Accounting Officer or his/her designee will respond to the request by e-mail within the time frame established for personal exemption requests (Paragraph V B.5.). If a request is approved, the exemption will remain in effect until the System Office or technical college informs the State Accounting Office to discontinue the exemption.
6. It will be responsibility of the System Office/Technical College Office of Human Resources or Technical College Business Office to regularly update the State Accounting Office regarding changes to the list of exempted employees using the format referenced in Paragraph V. C. 4. Included should be the name(s) of all individual(s) to be added to the exemption list as well as those name(s) which should be removed.
7. Paper checks will be issued to all exempted employees in the same manner as for employees receiving a personal exemption (i.e., Paragraph V. B. 6.).
8. The State Accounting Office, System Office, and employing technical college assume no responsibility for any delay associated with an employee receiving his/her paycheck via the United States Postal Service or its equivalent. NOTE: If a paycheck is lost in the mail, an employee may have to wait up to seven (7) business days before a replacement check can be issued and mailed.

#### **D. Administration:**

The following checks will not be automatically deposited into an employee's account:

1. The first check following enrollment in the direct deposit program;
2. The first check after an employee authorizes any change to his/her personal account(s), including a change of banks or financial institutions, changes to the routing number and account numbers of an existing account or, after opening a new account at his/her current bank, financial institution, credit union, etc.;
3. An off-cycle paycheck.
4. At the discretion of the System Office or employing technical college, a departing employee's terminal leave pay may be delivered through direct deposit if the

projected annual leave payout will occur at the conclusion of a normal payroll cycle, the projected amount accurately reflects the employee's final leave balance, and the System Office/technical college exit process has been completed, including the return of all assigned State property (e.g., equipment, keys, ID, etc.) and materials associated with the position held.

5. Consistent with the provisions of the Direct Deposit Authorization Agreement, the System Office or technical college is authorized to adjust any over/under deposit made to an employee's account.

**E. Change(s) to a Direct Deposit Agreement:**

1. An employee currently participating in the direct deposit program may add a new direct deposit account, cancel an existing direct deposit account, or modify an existing direct deposit (e.g. change the amount being deposited into an account) by accessing the Employee Self Service module. Employees must provide to Human Resources documentation (i.e. a screen shot) of any changes for inclusion in the personnel file.
2. Any System Office or technical college employee with an active garnishment must notify his/her Office of Human Resources or, as applicable, the technical college Business Office before making any change(s) to his/her current direct deposit agreement

**VII. RECORD RETENTION:**

A completed Direct Deposit Authorization Agreement shall be maintained in an employee's official personnel file with all other employment-related documents.