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| GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures | | |
| Policy Name: Direct Deposit | | |
| Policy Number: 104.36 | Effective Date: 1/30/2018 | Page Number: 1 of 2 |
| Authority: Commissioner | Originating Division: Administration & Finance Division (Human Resources) | Access Listing: Level I: All Access |

I. Introduction and Summary:

All employees are required to use direct deposit to receive paychecks, expense reimbursements and terminal leave checks unless granted an exception by the State Accounting Office (SAO). As a condition of employment, all applicants are required to enroll in direct deposit within 30-days of hire/rehire.

II. Authority:

- A. O.C.G.A.: § 50-5B-3(3) State Accounting Office-Disbursement;
- B. SAO Statewide Business Process Policy & Procedure: Mandatory Direct Deposit; and
- C. GDC Standard Operations Procedures (SOPs): 104.35 Payroll Check Distribution/Payroll Exceptions.

III. Definitions:

Terminal Leave - Annual leave paid upon separation of employment.

IV. Statement of Policy and Applicable Procedures:

- A. Enrollment:
 1. As a condition of employment, new hires and rehires must access the [Employee Self Service](#) (ESS) feature of the Team Georgia website and complete the appropriate direct deposit information.
 2. Current employees receiving pay by paper checks are required to immediately enroll in direct deposit by accessing the [Employee Self Service](#) feature of the Team Georgia website and completing the appropriate direct deposit information.
 3. Employees enrolling in direct deposit will receive a paper check until banking information is validated by the financial institution.
- B. Employees must access ESS to update their mailing address.
- C. Employees will access ESS to print check stubs.
- D. Exemption to Mandatory Direct Deposit.

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1. Employees may apply for an exemption to the mandatory SAO Direct Deposit directive Reference SOA's website, www.sao.georgia.gov for further information.
 2. Employees will receive a response directly from SAO within 15 business days of receipt of the request.
- E. Employees, who do not have direct deposit and have not been granted an exemption by SAO, are subject to an adverse action, up to and including dismissal.

V. Attachment:

Attachment 1: SAO Direct Deposit Notification Form

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be retained permanently in the employee's Human Resources file.