



B. J. Walker, Commissioner

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May 12, 2005

MEMORANDUM

TO: Regional Directors
County Directors

FROM: Alan Davis, Director
Fiscal Services Section

RE: Direct Deposit of Payroll and Travel Checks

Effective July 2005, direct deposit of travel checks will be an option for county DFCS staff. Field Fiscal Services is looking at providing direct deposit of travel checks twice a month as we do payroll direct deposit. Having the travel check direct deposited will be an option the employee will choose. However, employees will not be able to switch back and forth between direct deposit and paper checks once they have signed up for travel direct deposit. Procedures and requirements for travel direct deposit will be provided at a later date.

Field Fiscal Services is also recommending that all County DFCS employees go on payroll direct deposit starting July 2005. Employees that are unsure of the safety and the timeliness of direct deposit should be encouraged to discuss with co-workers that are currently on direct deposit.

At this time, state office employees are required to be on direct deposit for both payroll and travel. If they are unable to have a bank account for direct deposit, the amount of their check is added and sent to the employee on a card similar to an EBT card. The state office does not issue paper checks to employees. Further, there have been discussions to do this for the County DFCS staff. We need to be proactive and encourage our staff to have their checks direct deposited for payroll.

Also, effective July 2005 during New Employee Orientation, Personnel staff will only discuss direct deposit for payroll and travel for new employees. Paper checks will not be discussed. (On the rare occasion that an employee absolutely cannot provide a bank account for direct deposit, then the personnel staff will work with this employee one-on-one.)

Thanks to all the staff that already enjoys the ease of direct deposit of payroll checks, statewide that is 90% of our staff.

County Directors, please ensure that all employees are aware of this new policy. Thank you for your cooperation in this matter.

Cc: Steven E. Love, Acting Division Director
Clifford O'Connor, Deputy Director
Gwendora Bailey, Field Operations Director
Lynn Robinson, Field Operations Director
Sylvia Sloan, Unit Chief
Camille Harvin, Unit Chief