To:

From:

Date:

Re: Paper Check Notification

The State of Georgia – Division of Family and Children Services pays their salaried (not hourly) employees to date. It is a Federal Law that all employees must complete and submit their time sheets and/or leave request forms to their supervisors weekly for approval. For employees paid to date, this also allows us to ensure employees have adequate leave to cover absences and avoid overpayments.

In our efforts to avoid overpayments, when an employee has two consecutive payroll checks where their check is short paid due to Leave without Pay issues, they will be removed from Direct Deposit and will receive a paper check. They will remain on a paper check until we observe that the LWOP issues have ceased.

The employee will be required to have all days entered into the SMILE WEB PORTAL through pay day in order for payroll to determine the correct number of hours the employee can be paid. The employee will need to discuss with their payroll office as to whether or not they want their check mailed to their home, to their DFCS office or they will be picking up the check.

The payroll check will not be ready until the day after pay day after 2pm, so it will be the employee’s responsibility to make any arrangements with their bank for ACH drafts that come out of their account in order to avoid any over drafting of their account. The state does not reimburse an employee for overdraft charges.

Sincerely,

Cc: