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 properly manage DFCS employees’ leave balances, when an employee is two weeks or more behind on entering and submitting their time sheets, or a supervisor is two weeks or more behind on approving their employee’s time sheets in the new leave module, they will be removed from Direct Deposit and will receive a paper check for the next payroll.

The employee and supervisor will be required to have the late time sheets submitted and approved in the new leave module prior to being able to pick up their Payroll Check from their Housing County’s Administrative Assistant.

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

Sincerely,

Cc: