

HUMAN RESOURCES MEMORANDUM 19-022		DATE ISSUED: 12/30/2019
SUBJECT:	DIRECT DEPOSIT ELIGIBILITY POLICY	REFERENCE: None
TO:	DGS Branch/Office Chiefs, Managers, Supervisors, Employee Resource Liaisons and Attendance Clerks	SUPERCEDES: <i>HR Memo 11-026</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to inform all Department of General Services' (DGS) employees that the State Controller's Office (SCO) no longer imposes departments to mandate eligibility criteria that employees must meet before participating in the Direct Deposit Program. However, employees may be administratively removed under certain circumstances.

Process to Establish, Change, or Cancel a Direct Deposit

Employees who wish to establish, change, or cancel a direct deposit must complete a form [STD. 699](#), Direct Deposit Authorization form. It is important employees verify the routing and account numbers with their financial institution. Once completed, the form must be submitted to the Office of Human Resources, Personnel Transactions Unit for review and processing.

Employees shall allow one pay cycle for the requested change/enrollment to take effect.

Criteria for Removing Participants from Direct Deposit

DGS or SCO has the authority to administratively remove participants from the Direct Deposit for any of the following cases:

1. Late dock; A participant may re-enroll in the Direct Deposit Program after maintaining three (3) months of no late dock reported.
2. The participant requests a disability benefit.
3. The participant requests a salary advance.
4. The participant's Direct Deposit payment is returned (e.g., due to a closed account or invalid routing number). In which case, SCO will reissue a paper warrant.
5. The participant was/may be overpaid due, but not limited to:
 - Death/permanent separation/suspension/dismissal/layoff.
 - Absence without leave (AWOL), absence, or participant tardiness, which results in a dock situation.
6. The participant was overpaid and the State is recovering the amount of the overpayment.
7. The participant filed bankruptcy under the National Bankruptcy Act, Chapters VII or XIII and a court order directs all, or a portion, of the participant's pay to be remitted to a third party.

The Personnel Transactions Unit will notify the employee if they are removed administratively from the Direct Deposit Program.

Questions

Questions regarding these changes should be directed to your assigned Personnel Specialist or Personnel Supervisor.

AMY APLEGATE, Personnel Officer
Office of Human Resources

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