



GDOT Publications

Policies & Procedures

Policy: 7153-12- Payroll Direct Deposit

Section: Payroll Policies

Office/Department: 7General Accounting

Reports To: Div Dir Finance & Policy Compl

Contact: 404-631-1000

OVERVIEW

GENERAL INFORMATION

It is the policy of the State of Georgia that all employees be required to use direct deposit to receive payroll related payments. In accordance with federal requirements regarding direct deposit of payroll, the employee may select the financial institution(s) of his/her choice to accommodate the receipt of direct deposit payments.

This policy is intended to maximize the utilization of electronic payments and to minimize the number of paper checks issued by the State, thereby obtaining efficiencies for the State and providing employees with a reliable and efficient manner of receiving their pay.

REQUIREMENTS

Please see the [State Accounting Office Mandatory Direct Deposit Policy](#) for full requirements.

Employees will receive their first 1 or 2 payments as a paper check after adding/updating direct deposit information in Employee Self Service due to a pre-notification is requirement. Employees should be aware that bank mergers and acquisitions could affect the electronic deposit of their net pay.

MODIFICATION THROUGH ESS (EMPLOYEE SELF SERVICE)

- Log in to TeamWorks HCM: (<https://hcm.teamworks.georgia.gov>)
- Select "Self Service" on the menu on the left.
- Select Payroll and Compensation
- Select Direct Deposit

If you are not set up to receive your paycheck by direct deposit, you must complete a Direct Deposit Personal Exemption Request Form. Go to the State Accounting Office Business Process Policies page: <https://sao.georgia.gov/business-process-policies>. Click Payroll, then choose the Direct Deposit Exemption Request Form.

References:

[Click here to enter Policy references, if any.](#)

History:

procedure 9-11 retired to revise 03/25/19, converted to policy, published: 03/26/19;
Reviewed: 3/26/2019