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DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 03-084

September 22, 2003

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: OSUP Establishes New Policy on Credit Union Deductions

Beginning in July of next year, the Office of State Uniform Payroll (OSUP) is changing its policy on payroll deductions to credit unions. At that time, all credit union deductions must be made by Electronic Funds Transfer (EFT). All credit union deductions as they now exist will automatically end as of June 20, 2004.

Employees who are currently making payments or deposits to credit unions by "deductions" from their pay will be receiving individual letters from our office very soon with instructions on switching from "deductions" to EFT "deposits."

We also recommend that all new credit union deductions be set up initially by EFT using the attached Direct Deposit Enrollment Authorization – Other Bank (Secondary Account) form. This will avoid having to switch over to EFT later. All credit unions are aware of these new requirements.

Please note that the ISIS HR Payroll System allows employees to have one main bank and up to three other bank EFT's.

If you have any questions or if you currently have credit union deductions coming from your pay and you do not receive a personal letter from us within the next 30 days, please contact the Human Resources Office at (225) 342-0880.

Attachment

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