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DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 02-042

May 31, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers
FROM: Mary F. Ginn
Human Resources Director
SUBJECT: **Mandatory Direct Deposit**

Direct deposit continues to be mandatory for all employees except those with ~~Approved~~ waivers. There are currently 198 CRT employees who are not enrolled in direct deposit. Some of the advantages of having direct deposit are: (1) the check cannot be lost in the mail; (2) the money is available as of 12:01 a.m. on pay day; and (3) no waiting in lines at the bank or credit union to deposit the check.

The blanket waivers granted previously for seasonal employees have expired and we have been notified by the Division of Administration (DOA) that they will not be renewed because the justification is no longer valid. Prior to the ISIS HR/Payroll system, *short term* seasonal employees were granted blanket waivers because of the time it took to establish direct deposits in the old system. In the new ISIS system, direct deposits are effective immediately upon our entering the information into the system. If the information is received promptly in our office, new employees can receive their first pay checks by direct deposit.

All new employees **MUST** enroll in direct deposit or request a waiver if a hardship exists. Waivers must be approved by DOA and are granted for the following reasons only: (1) geographical barrier; (2) inability to establish an account; (3) physical/mental disability barrier; or (4) others as approved. *Note:* If cost was an issue previously, many banks now offer free checking with no minimum deposit required.

Notification went out in February of a proposed new rule to make mandatory direct deposit a *condition of employment* (HR Memo No. 02-015). *If* this new rule passes in the current legislative session, the effective date will be July 1, 2002 and we will notify all offices immediately of any new processes required.

Enrollment and waiver forms are attached. Please encourage current employees who do not have direct deposit to enroll now or request a waiver. Call Kathleen Miller, (225) 219-9453, with questions.

Attachments

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